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Standard Operating Procedure

Planning and Conducting Pre- deployment and Pre-rotation Visits

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DPO AND DOS STANDARD OPERATING PROCEDURE ON PLANNING AND CONDUCTING PRE-DEPLOYMENT AND PRE-ROTATION VISITS (PDV/PRV)

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A. PURPOSE AND RATIONALE

1. The purpose of this SOP is to provide detailed procedures for planning and conducting Pre-Deployment and Pre-Rotation Visits (PDV/PRV) to Member States in accordance with the PDV/PRV policy and United Nations Manual for the Generation and Deployment of Military and Formed Police Units to Peace Operations.

2. The SOP provides guidance on the procedures to assess readiness and compliance with the UN PDV/PRV policy and other policies, regulations, procedures, and requirements. This will ensure member states contributions meet the operational requirements of field missions and deployment timeline.

[1] The annexes are examples for guidance. Flexibility could be exercised depending on the situation.

3. Guidance to finalize the deployment preparations with the Member States wishing to contribute to specific UN mission by confirming the draft Memorandum of Understanding/Letter of Assist negotiated as against reality on the ground.

4. It sets out the actions and information necessary for meeting the policy requirements for PDV/PRV. It is important to ensure close coordination between the PDV/PRV and other steps in the Force Generation/Police Recruitment process, as outlined in the United Nations Manual for Generation and Deployment of Military and Police Units to Peacekeeping Operations, including Assessment and Advisory Visits (AAVs), T/PCC Reconnaissance Visits and Memorandum of Understanding (MOU) and/or Letter of Assist (LOA) negotiations.

5. This SOP outlines the procedure for conduct of the PDV/PRV and roles/responsibilities of the PDV/PRV team, field missions and Member States.

6. The SOP also expatiate the details contained in the PDV/PRV policy and gives guidance and clarity on preparations of units for deployment to DPO/DPPA/DOS field missions.[2]

B. SCOPE

7. This SOP is subsidiary to the United Nations Manual for the Generation and Deployment of Military and Formed Police Units to Peace Operations (May 2021). All DPO/DPPA/DOS/OHCHR/Field Mission personnel involved with planning and conducting specific PDV/PRV need to comply with this SOP. Organizational elements in UNHQ, contributing countries and field missions may augment this SOP with local procedures. However, any local procedure that substitutes, changes or in any other way modifies this SOP will not be recognized.

C. PROCEDURES

8. Process Overview

8.1. Force Generation and Police Recruitment Process[3] for units/contingents can be summarized to include the following steps / activities:

8.1.1. Formal pledge by T/PCCs in the Peacekeeping Capability Readiness System (PCRS).[4]

8.1.2. Conduct of Assessment and Advisory Visit and decision to elevate the assessed pledge to Level 2 of the PCRS (if AAV is successful).

8.1.3. Preliminary discussions on the timelines for various force generation and deployment steps, for the pledge and submission of load list).[5]

[2] This SOP will also apply mutatis mutandis to formed units deployed/deploying to field missions under the purview of the Department of Political and Peacebuilding Affairs (DPPA).

[3] The sequence is indicative and might slightly be altered pending availability of resources and parallel activities conducted with other T/PCCs.

[4] The United Nations Peacekeeping Capability Readiness System replaced the previous United Nations Standby Arrangement System (UNSAS) in July 2015. The PCRS aims to establish a more predictable and dynamic process of interaction between the UNHQ and the Member States for ensuring readiness and timely deployment of quality peacekeeping capabilities and all pledges should be registered through/in PCRS.

[5] A fourth level of PCRS, the Rapid Deployment Level is optional for T/PCCs reaching Level 3. The Force Generation Process for Rapid Deployment Level will vary from the typical process and will be detailed in separate guidelines.

8.1.4. Selection of Military Units process and invitation for deployment to specific mission submitted to T/PCC.

8.1.5. Conduct of Reconnaissance Visits by the Contributing Country.

8.1.6. Conduct of Memorandum of Understanding (MOU) and/or Letter of Assist (LOA) negotiations.

8.1.7. Conduct a PDV for the Military unit invited (including Assessment of Operational Capability (AOC) of Formed Police Units (FPUs)). PDV may not be required and should be avoided for units at the Rapid Deployment Level (RDL) of the PCRS, if the visit had happened within the last 18 months and there has been no significant reconfiguration, unless the differences in PCRS and Mission SUR reflect 20% or more changes in tasks/personnel/critical COE.[6]

8.1.8. Confirmation of readiness for deployment (equipment, personnel, and training), including timeline and provision of load/passenger lists.

8.1.9. Formal acceptance of the unit after a successful PDV for deployment to a specific mission.

8.1.10. Shipment of Contingent Owned Equipment (COE) and subsequent deployment of contingent personnel.

8.1.11. Finalizing the MOU and/or LOA (ideally done prior to deployment).

8.2. For a PRV to be conducted, the under-mentioned pre-steps or processes should be followed.

8.2.1 Force Commander's evaluation of subordinate units are conducted by the FHQ following the in-mission annual evaluation plan.

8.2.2 Evaluation reports are submitted to the UNHQ for analysis and further recommendations where necessary by the Monthly Performance Meeting (MPM) chaired by USG DPO.

8.2.3 When gaps are identified in the performance of a unit in present rotation, which may have an impact on mandate delivery, these would require evaluation/guidance of the military unit being prepared to deploy to the mission for next rotation.

8.2.4 Where restructuring, adaptation, or rebalancing of units' nomenclature, operational tasks, and equipment status is required to cope with impending contemporary challenges, and to enable units achieve their assigned mandates, a PRV shall be conducted prior to the deployment of the reconfigured or transformed unit(s).

8.2.5 The MPM shall recommend to the USG DPO to conduct a PRV for the rotating unit.

8.2.6 USG DPO approval shall be coordinated by the respective Division in IOT with OMA/FGS, or SRS and conveyed to the affected contributing Member State.

8.2.7 OMA/FGS, OMA/MPET and SRS shall take the lead and coordinate with UNHQ stakeholders, field mission and affected T/PCC for the conduct of a PRV. OMA/MPET will coordinate the conduct and preparation of military skills validation (MSV) with the TCC.

8.2.8 The PRV team, which includes evaluators shall inspect the unit, conduct skills validation and submit a report with findings/recommendations for further training or clearance of the unit for deployment.

8.2.9 Amendment of the existing Contingent or Formed unit MOU/LOA shall only be required if the T/PCC is deploying a new equipment and must be negotiated and agreed prior to the PRV.

[6] It may be determined that a PDV is unnecessary if a successful AAV has been conducted within the previous 18 Months and 90 per cent COE and personnel were verified, and there has been no significant reconfiguration requested of the unit by mission. However, if and when a PDV is not conducted, measures should be taken to ensure that verifications can be made on training of personnel to be deployed, in particular in relation to training on the United Nations standards of conduct and prevention of SEA.

9. Timelines

9.1. Initial contact between contributing countries and the UN is through the respective Permanent Missions to the UN in New York. Pre-deployment/rotation visits should be conducted sufficiently in advance, and at a minimum 8 to 12 weeks prior to deployment, to ensure practical implementation of visit findings, including final MOU and/or LOA negotiations. Contributing countries should arrange the concentration of personnel and equipment into formed units/contingents at the time of the PDV/PRV.

10. Preparations by the Visiting Team

10.1. OMA/FGS or PD/SRS, in consultation with other relevant DPO/DOS/DPPA/OHCHR offices will determine the requirement for the conduct of a PDV/PRV and initiate and coordinate the request for approval of MILAD/POLAD. PDV/PRV proposals should include, at minimum:

10.1.1. Terms of reference for the visit.

10.1.2. Proposed dates, composition, and tasks.

10.1.3. Teams' estimated travel expenditure.

10.2. The Military Advisor (MILAD) or the Police Advisor (POLAD) in DPO will approve the visit as specified in the terms of reference (TOR) (see Annex A) and based on the recommendations from relevant DPO/DPPA/DOS/OHCHR services/sections/teams. The PDV/PRV TOR should include mission-specific operational, support and deployment requirements. Approval shall be sought in a Note to MilAd (Annex B). The Note should include the proposed dates, composition, tasks, and estimated expenditure likely to be incurred on travelling of PDV/PRV team. Where the contribution is military, the Note is drafted by the Force Generation Service (FGS) in consultation with other relevant DPO/DPPA/DOS offices as listed below. For police contributions, the Note is drafted by Police Division (PD)/Selection and Recruitment Section (SRS) in consultation with appropriate partners as noted above.

10.3. In the case of troop contributions, the terms of reference should be drafted by the relevant FGS desk officer in consultation with the Military Performance Evaluation Team (MPET), Movement Control Section (MCS), Uniformed Capabilities Support Division (UCSD), Office of Information and Communications Technology (OICT), Policy Evaluation and Training Division (DPET), United Nations Mine Action Service (UNMAS), OHCHR, the respective Integrated Operational Team and the field missions. For police capabilities, the terms of reference shall be drafted by the Police Division Selection and Recruitment Section desk officer in consultation with other relevant DPO/DPPA/DOS offices, such as DPET.

10.4. PDVs shall be prepared using the best operational, logistical, and technical information available, including the findings from AAVs as well as reconnaissance visits to the mission area provided by the contributing country and field mission. Information, such as Statements of Unit Requirements (SUR), draft MOUs, signed or agreed LOAs, AAVs and reconnaissance reports, shall be distributed to all PDV participants well in advance of the scheduled PDV. As a mandatory requirement to the visit, the PDV team shall also ensure to receive from the T/PCC the equipment list in line with the draft or agreed MOU (including pictures, technical data and specifications), and review prior to the visit. For PRVs, the visit team shall be prepared using the best operational, logistics

and technical information provided by missions and through mission's operational readiness report.

11. Composition of the Visiting Team

11.1. The determination of the participants and the duration of a visit shall be made on a case-by-case basis, taking into consideration the operational and logistics requirements and number of units/contingents to be visited. Qualified and experienced Headquarters and Mission personnel should participate. Participation of relevant Field Mission Headquarters and Mission Support Division personnel including specialists will be coordinated by DOS/UCSD and/or other DOS entities (DHMOSH, ATS, AvS, and MCS, as the case may be). Whilst participation of UNHQ entities and Force Headquarters will be coordinated by OMA/FGS. As far as practicable, it is prudent for UNHQ to be represented in PDV by the same staff who participated in MOU/LOA negotiations. For PRVs, MPET representatives should form part of the team.

11.2. Depending on operational requirements, the maximum total number of UN participants should not exceed seven (7) and appropriately qualified participants might also cover multiple functional areas, as required. PDV/PRV participants may comprise the following depending on the need, with some participants possibly participating remotely in the PDV/PRV, if deemed appropriate by the responsible office:

11.2.1. Force Generation Service and/or Police Division Selection and Recruitment Section – Team Leader[7] (mandatory).
11.2.2. Military Performance Evaluation Team (MPET) / MPET Certified evaluator(s).
11.2.3. DOS - Uniformed Capabilities Support Division (UCSD).
11.2.4. Representative from the field mission's force headquarters.
11.2.5. Integrated Training Service (ITS) from DPET to address training policies and guidance.
11.2.6. Conduct and Discipline Service (CDS) in DMSPC.
11.2.7. Enabling capability specialists such as air transport, UAS and Airborne ISR surface transport, medical, engineering, aviation safety, communications, MOVCON[8], training or Mine Action/ Counter-Improvised Explosive Device specialists, where applicable, in cases of specialist units, inclusion of relevant specialists is mandatory. Units including Class I micro and mini UAS as COE, must also include UAS and Airborne ISR specialists on their respective PDVs.
11.2.8. Due to the distinctiveness of Military Aviation Units, including UAS and Airborne ISR participating in peacekeeping Missions, special attention will be given to these Units on a case-by-case basis. Relevant specialized personnel are mandatory.

11.3. For functional reasons the assigned Force Generation Service or Selection and Recruitment Section desk officer shall always lead the PDV/PRV team, irrespective of the rank or grade of other participants (for uniformed personnel and UN civilian personnel).

11.4. Whenever significant performance shortfalls are identified for certain UN Military units by the FHQs of the field missions, and thereafter recommended by MPM and approved by DPO leadership, a standalone Military Skills Validation (MSV) only may be conducted. In case of a standalone MSV, OMA/MPET coordinates with the TCC and any

[7] Team Leaders should not be of the same nationality of the contributing country.

[8] In preparation for the deployment of T/PCCs COE, LD/MCS (MOVCON) normally sends a Movements Specialist to assist the T/PCCs in their preparation of documentation and cargo (Initial Planning Conference). Whenever possible, planning will be done to coincide with these visits.

other related UNHQ offices that may be required and also leads the Military Skills Validation visit.

11.5. The team leader of PDV/PRV shall be responsible for all coordination directly related to the visit and for drafting the final report.

12. Program/Schedule

12.1. The duration of a visit shall be, ideally, between three and seven working days; depending on the size of the unit, in the contributing country. The team leader may determine if, due to unexpected exceptional circumstances, an extension of the planned duration is warranted. However, any proposed extension must be agreed to by UNHQ and the contributing country. Where more than one contributing country requires pre-deployment visits in the same geographical region, the visiting team shall aim in conducting back-to-back visits, whenever practicable.

12.2. The visit program/schedule should be finalized and agreed to prior to departure from UNHQ/field mission. The schedule should include briefings and discussions with T/PCC officials, mustering of personnel, skills validation, and verification of major equipment, self-sustainment facilities and ammunition. The team shall ensure the most effective use of the time in the contributing country. If necessary, the visit team leader should negotiate any itinerary changes to ensure fulfilment of the terms of reference.

13. Preparations by the T/PCC

13.1. The T/PCC should work well ahead and in coordination with the visiting team prior to the visit. In preparation for the visit, at least, two meetings between the T/PCC and the visiting team should be held. The first meeting shall be to describe/clarify the requirement including a draft program to the T/PCC, and the second meeting shall be to discuss the output received from the T/PCC based on the questionnaire submitted, and to finalize the visit program. T/PCCs should complete and submit the forms and questionnaires listed in a Concept Note to be submitted by the PDV/PRV team. The Concept Note is attached as Annex C and the forms, checklist and questionnaire would be attached as respective appendices to the Annex C. The forms, checklists and questionnaires should be submitted by respective sections/cells participating in the PDV/PRV as appropriate and required. The Concept Note with its appendices should be coordinated and submitted to the T/PCC by the Team Leader at least two (2) weeks to the visit as part of the PDV/PRV package. The checklists should be completed and returned to the Team Leader through the Permanent Mission of T/PCC in New York, at least 5 working days before the commencement of the PDV/PRV. As a mandatory requirement to the visit, the T/PCC shall also ensure to submit the equipment list in line with the draft MOU (including pictures technical data and specifications) prior to the visit. This will expedite classifying specific items during the visit and the verification processes when deploying to the field mission.[9]

13.2. Preparation requirements for Military Skill Validation (MSV) are to be provided by MPET prior to the PRV.[10] MSVs shall be conducted as per UN Military units' performance

[9] . Ideally, the PDV/PRV package should be submitted before the coordination meeting with the T/PCC. This will help both the visiting team and T/PCC to clarify issues that may be raised with regards to the submitted package. The team leader shall ensure the responsibilities/task of the T/PCC is shared/made known to them during the initial coordination.

[10] MPET will develop the task and standards for the MSV and also provide the MSV requirement/guide to the TCC through the PRV team. The team shall prepare the overall action plan for the assessment of the operational readiness of the unit.

standards. Standards and indicators for validating Individual Skills, Functions and Tasks of the military unit shall be selected based on the SUR of deploying/rotating units' which is then superimposed with relevant operational situations occurring in the mission to make the evaluation more realistic. The TCC is required to organize a four-day field training exercise for the MSV. Field Exercise documents such as exercise scenarios, higher HQ operations orders (OPORD) and MIL (Military Inject List) for the unit are prepared and shared with MPET prior to PDV/PRV.

14. Conduct of the PDV/PRV

14.1. The PDV/PRV team members should be prepared to resolve wide-ranging issues that are directly related to the mission. Importantly, the team members must be competent in giving technically sound and unambiguous advice on the suitability of major equipment and self-sustainment items. Advice on suitability needs to be provided in terms of operational and logistics requirements and the actual environment and circumstances in which the contingent will operate.

14.2. The PDV/PRV team shall check the gender parity status of the unit. The T/PCC shall also ensure gender parity of the contingent or formed unit at all ranks and staff functions. The team shall support and encourage the T/PCC to achieve the yearly gender target as set by the United Nations, DPO Uniformed Gender Parity Strategy (2018-2028). The team should ensure units have engagement platoons/teams with at least 50 per cent female personnel (as specified in the UNIBAM). The team should ensure that adequate consideration is given to gender related needs, and facilities and other provisions are in place to meet specific needs of women, men, and gender-diverse persons peacekeepers.

14.3. In providing advice, team members are expected to take the initiative by directly contacting relevant services/sections in DPO/DOS, UNMAS, other Secretariat entities and the mission as needed. Depending on time differences, contact should be made by phone as issues arise and reinforced through e-mail on a day-to-day basis.

14.4. Regarding PRV, the team shall provide appropriate guidance on performance related shortfalls to the T/PCC. They shall assess the operational capabilities and readiness of the unit, share observations, and develop a common assessment on the operational readiness of the unit.

14.5. Detailed issues arising during the visit and agreed solutions should be progressively recorded for the purposes of compiling the summary and PDV/PRV visit report. The attached Check List and questionnaire (Annex D[11]) will be the guiding document for the team's assessment. Practicable adjustment by the team should be made to account for issues that call for flexibility. Classification and assessment of major equipment items should be supported with forms completed by the T/PCC summarizing the detailed characteristics including photographs.

14.6. Where practicable, the contributing country should provide completed application forms for any special case items (major equipment for which the standard rate of reimbursement has not been defined in the tables of reimbursement) during the MOU/LOA negotiation process (COE Manual, Chapter 5). The T/PCC should make available any technical detail on such equipment requested by the PDV/PRV team during the visit. Making

[11] The visiting team will use the check list as a reference to assess the overall capability of the Member State to deploy the pledged capability in a timely manner. The team is encouraged to be flexible and make appropriate judgement on matters that are intangible.

recommendations on the overall assessment must be done carefully and in full consultation with the contributing country. Assessments of capabilities need to be quantitative and practicable. It should be based on all elements contributing to specific capabilities concerning the mission mandate including personnel, training, organization, leadership, major equipment, consumables re-supply, COE procedures and self-sustainment. The result of combining these elements is decisive. National variety in procedures and techniques in achieving the operational effectiveness should be accommodated where practicable.

14.7. The findings and recommendations of the visit team should be discussed with the contributing country during a wrap up/exit meeting and an exit summary report of the overall assessment and identified shortfalls should be drafted and shared and acknowledged, prior to completion of the visit. Sample exit report is at Annex E.

15. Conduct of Remote/Virtual PDV

15.1. Remote/virtual PDV must not be employed as an alternative to physical PDV but rather as an exception. Where possible, all PDVs shall be conducted physically to fully understand capabilities earmarked for deployment to UN missions. For a remote/virtual PDV to be conducted, one of the conditions laid out in Paragraph 7 of the PDV Policy shall be met and approved by the USG DPO. Nonetheless, certain aspects or specific verification, such as those related to Conduct and Discipline and SEA issues, and human rights vetting issues may be conducted remotely as part of a PDV conducted *in situ*, at the discretion of the responsible office.

15.2. Remote PDV largely follows similar fashion as in-person PDV except for the physical inspection of capabilities. Like physical PDV, both drafts MOU and LOA should be available before embarking on remote PDV. It requires trust, courage, continuous exchange of information between the team and TCC, and strong network connectivity, particularly for remote meetings. The T/PCC cooperation, sincerity and making available real-time information to the UN PDV team will foster confidence and fast track the process.

15.3. The three (3) phases in the conduct of remote PDV include preparatory, virtual inspection and post virtual inspection.

15.3.1. **Preparatory Phase**. After approval is received from the USG DPO for a remote PDV to be conducted, the OMA/FGS or PD/SRS desk officer responsible for that mission should initiate a formal request to the T/PCC through its Permanent Mission in New York for a remote PDV in coordination with other relevant UNHQ entities. The invitation should convey suggested dates of the remote PDV. Upon receipt of the T/PCC confirmation, the desk officer shall contact relevant departments/services/sections/teams at UNHQ and the Mission for nominations to constitute the UN PDV team members in consultation and approval of Chiefs of FGS for military units and SRS for formed police units. The Chiefs FGS and SRS shall also appoint a team leader for the PDV. Like in physical PDV, the team leader is responsible to develop the TOR, request all nominated team members to submit their respective checklists/questionnaires in addition to any relevant piece of document for the PDV. These checklists/questionnaires, manuals, SUR, draft program of events etc will be consolidated by the team leader into one PDV package and submitted to the T/PCC through its Permanent Mission in New York under a concept note

(see template at Annex C).[12] In the concept note, the team leader must indicate a deadline date the completed PDV package should be returned by the T/PCC with supporting documents, photos, and videos as the case may be. The T/PCC should return the completed package under a cover of a Note Verbale. The team leader should distribute the completed package to the respective team members for their review.

15.3.2. **Virtual Inspection**. The virtual inspection starts with analysis of the completed package received from the T/PCC by the PDV team to assess if the capability meets the mission operational requirements, SUR and issues agreed in the draft MOU/LOA. The completed package must be reviewed before the first virtual PDV meeting with the T/PCC. This will give opportunity to the UN PDV team members to identify information and capability gaps and seek clarification(s) with the T/PCC during the first virtual meeting. The first virtual meeting should include presentations to the T/PCC delegation, confirming specific presentation that has been done by members and identifying counterparts to work on both sides in small teams throughout the PDV. Also, live qualitative strong streaming connections will be done as may be required during this phase. As usual for all types of PDV, a joint remote PDV exit summary report should be written and signed during the wrap-up/exit meeting. The time frame for the virtual inspection should not last longer than 10 working days. The final report should be submitted 5 working days after the remote PDV has ended.

15.3.3. **Post Virtual-Inspection**. This phase marks the arrival inspection that will be conducted when the contingent or formed unit deploys in mission. The arrival or in-mission inspection will confirm the deployment of equipment and self-sustainment facilities agreed in MOU/LOA and the PDV report. For any variation observed during the arrival inspection, the MOU/LOA could be amended.

15.4. **Conduct of Remote PRV**. If remote PRV is to be conducted with MSVs, the TCC will be requested to select four/three senior officers to be assigned as validators during the field training exercises. MPET will train the national validators remotely. MPET will conduct remote training of the selected national validators for the conduct of the individual and collective skills validations, use of workbook, scoring system, use of online performance evaluations tool and sharing footage, and scoring of the validation. The trained national validators shall conduct MSVs on ground in close coordination with MPET daily.

16. Wrap-up/Exit Visit Summary Report

16.1. The visit shall be concluded with a wrap-up/exit meeting to summarize and agree on the finding(s) and recommendation(s). An Exit Visit Summary report shall be generated and shared with all participants (including the Member State) and other UNHQ offices that contributed to preparations of the visit.

16.2. The Exit Visit Summary report should include key findings and possible problem areas/shortfalls, recommendations to overcome problems identified, shortfalls against the draft MOU/LOA as well as issues, which need to be discussed and resolved at UNHQ and Permanent Mission (PM)-level. The PDV/PRV team and the Member State shall jointly sign

[12] The team leader should submit the package to the Permanent Mission at least 7 working days to the first PDV/PRV coordination meeting. This will ensure the T/PCC understand what is required in the package and seek clarification (s) during the coordination on grey areas. The deadline for submission should also be a date after the first coordination meeting with the T/PCC and before commencement of the PDV/PRV.

the Exit Visit Summary report and a copy of the report shall be formally passed to the contributing country. The Exit Visit Summary Report should not be more than 2 pages, emphasizing only relevant issues.

17. PDV/PRV Report

17.1. A PDV/PRV report should be finalized and submitted no later than five (5) working days after the return of the visit team leader to UNHQ and forwarded for approval by OMA/PD and subsequently shared with other UN Secretariat entities.

17.2. The PDV/PRV report should reflect results of an assessment and recommendation of the unit(s) in meeting the mission's operational and logistic requirements. Also submit for decision any unresolved issues arising from the assessment of contributing capabilities. In short, the report should present the unresolved issues and address the key requirements of the terms of reference. It should reflect the shortfalls, status of readiness of COE in percentage terms, expected procurement timelines (ask for documentary proof) for missing items, and the challenges faced during the PDV.

17.3. The body of the report should be concise, excluding annexes and other attachments. It should consist of an introduction, purpose, overall assessment, mission requirements, personnel, gender aspects, training, major equipment holding and self-sustainment capabilities against the draft MOU, performance evaluations assessment, UAS and Airborne ISR, aviation/aviation safety assessment (as applicable), DHMOSH/Medical assessment (as applicable), conduct and discipline, draft MOU and/or LOA (as applicable), conclusion and recommendations. Recommendations should be made on specific follow-up actions.

17.4. A sample layout of the visit final report is at Annex F; however, it is the responsibility of the visit team leader to adapt the structure of the report to the specifics of the visit (PDV/PRV).

18. Finance

18.1. PDV/PRV are cross-cutting activities in support of a specific Peacekeeping Mission and funding arrangements necessitate close coordination between DPO, DPPA, DOS and the field mission.

18.2. The respective field mission for whom the PDV/PRV is being conducted will provide overall funding for UNHQ staff participating in the PDV/PRV for financial year 2023/2024.[13] However, effective financial year 2024/25 until so decided by the relevant DPO/DOS/DPPA leadership, respective UNHQ entities and field missions shall budget for their participants based on PDV/PRV plan shared by OMA and Police Division. UNHQ entities participating in PDV/PRVs must ensure adequate funds are available as per the budgeted plan for the conduct of the visits.[14]

18.3. OMA/PD will submit a memo to the Force Commander (FC)/Police Commissioner (PC) and Director Mission Support (DMS)/Chief Mission Support (CMS) to obtain funding allocation and budget code. A Note would also be prepared to request the MilAd to sign the memo (ANNEX G).

[13] UN financial year starts 1 July of a current year and ends 30 June of the following year.
[14] The Joint Implementation Team for the Deployment Timeline Project (JIT-DTP) recommended in its minutes dated 20 June 2023 – Funding for AAVs, PDVs and RDL VVs shall be included in support account budget by all stakeholders from financial year 2024/25.

18.4. For the conduct of PDV/PRV up to financial year 2023/24, the Mission:

18.4.1. Shall be responsible for the travel expenses of the UN visit team members to and from contributing countries.

18.4.2. Shall be responsible for any costs associated with official travel in-country by the UN visit team members that are not provided by the contributing country.

18.4.3. Shall be responsible for the UN Visit team accommodation and meal expenses.

18.4.4. Shall not be responsible for the travel expenses incurred by the Permanent Mission, other Member State, regional or sub-regional body representatives that may take part in the PDV/PRV.

18.5. OMA, PD, and DOS in cooperation with field missions, should ensure that appropriate qualified team members are designated to meet the terms of reference of the PDV/PRV, and that their travel expenses are accurately estimated and included in the cost estimate of the visit.

D. ROLES AND RESPONSIBILITIES

19. The UN visiting team should be prepared to brief national officials and key contingent personnel on the current status of operational and logistics requirements and deployment timelines. Other presentations by the team should include:

19.1. Mission specific pre-deployment training and functional training (in addition to mandatory pre-deployment training required for all missions).

19.2. United Nations standards of conduct, including on sexual exploitation and abuse, and policies on human rights, human rights screening, human rights due diligence, etc.

19.3. Misconduct reporting mechanisms (including by providing information about conduct and discipline units hotlines and resources for deployed troops/staff to access advice on how to report all categories of misconduct).

19.4. Mission hazards and welfare requirements.

19.5. Military Aviation Unit deployment requirements (as per the DPO/DOS Military Aviation Units Manual). Specific briefing by UAS and Airborne ISR specialists must be provided in case a UAS or airborne ISR is being deployed under the units.

19.6. Revised Policy on FPUs.

19.7. Requirements for the deployment of COE and contingent personnel, including reimbursement and COE methodology, COE verifications activities and frequency in the field.

19.8. Logistics support in the field.

19.9. Environmental, medical, health and safety issues.

19.10. Water, food, fuel supply, wastewater, and waste management.

19.11. All categories of self-sustainment and self-sufficiency.

19.12. National re-supply responsibilities.

19.13. Requirements for the transport/shipment of COE and contingent personnel.

19.14. Information technology, communications and GIS solutions support and services in the field.

19.15. UN provisioned support and national responsibilities.

19.16. Gender and national investigation officer.

19.17. Ammunition management including scales, shelf-life, storage, disposal and replenishment.

20. During the visit, the UN visiting team shall also:

20.1. Assess the technical specification, operational capability and deployment readiness/ timeliness of each unit against the SUR and negotiated MOU/LOA.
20.2. Assess which pre-deployment training has been completed and which additional pre-deployment training is necessary to fulfil T/PCC obligations under General Assembly Resolution 49/37 (1995) and T/PCCs obligations under international human rights and humanitarian law, as well as other United Nations and mission-specific requirements.
20.3. Conduct Assessment of Operational Capability (AOC) of Formed Police Units (FPUs).
20.4. Verify and assess proposed deviations and equipment presented in lieu of another, to respective negotiated draft MOU and/or LOA.
20.5. Discuss and draft with the contributing country a summary of the overall assessment, identified shortfalls and recommendations by the visit team before completion of the visit.
20.6. Commence drafting a joint visit final report as described in Annex F to the SOP.

21. Detailed responsibilities for the team members even though not exhaustive, are at Annex I.

22. During the visit, the contributing country is requested to:

22.1. Display and demonstrate the major equipment listed in the draft MOU/LOA, complete with associated minor equipment including tools and manuals.
22.2. Display and demonstrate items in each applicable self-sustainment category in accordance with the draft MOU(s) and, if applicable, the items for initial provisioning.
22.3. Display all ammunition prepared for deployment in accordance with the pre-approved lists cleared by Force Generation Service or Police Division Selection and Recruitment Section.
22.4. Provide cargo load lists, detailed characteristics of the major equipment items and photographs where possible, and information on the ammunition to be deployed by the contingent or formed unit.
22.5. Demonstrate training; provide training curricula, including on United Nations policies and standards of conduct, including on human rights, sexual exploitation and abuse, human rights screening, human rights due diligence policy, and duties during deployment.
22.6. Demonstrate operational preparedness through military skills validation. The aim is to evaluate if a unit applies UN military units' performance standards through its functions and tasks. Validation considers individual and collective skills.
22.7. Demonstrate driving and shooting skills of Formed Police Units.
22.8. Demonstrate individual skills including day/night shooting (tactical illumination only), land navigation, and providing appropriate first aid and requesting evacuation to the casualties by individual soldiers. OMA/MPET selects the individuals randomly to be part of these validations.
22.9. Demonstrate operational planning, security situational awareness and assessment, command and control, appropriate decision-making capabilities of the unit during collective skills validation.
22.10. Demonstrate tactical operational capability to carry out assigned tasks. Validation tasks will be selected by OMA/MPET based on the unit's SUR.

22.11. Provide the organizational structure of contingents including placement of any major equipment with designation and demonstration of operators' skill and a breakdown of personnel employment types and trades.
22.12. Provide a detailed list of all contingent personnel that will be nominated for deployment with current and past functions including units served in.
22.13. Provide documentation with detailed characteristics of the major equipment items/special case items and photographs where possible.
22.14. Provide final cargo load lists in format required by the UN as well as all required shipping documentation, including DG declarations and Material Safety Data Sheets (MSDS), as required and informed during the AAV, to enable the UN initiate solicitation for transportation services. This level of readiness would be confirmed before the PDV, to allow participating MovCon representative to review and confirm accuracy and readiness.
22.15. Demonstrate requirements identified at SOP on Assessment of Operational Capability of Formed Police Units for Service in United Nations Peacekeeping Operations and Special Political Missions.
22.16. Provide self-attestation for FPU members.
22.17. Provide updated information on the status of the troops/police to be deployed in terms of selection, training, immunizations and medical screening/clearance and mechanism that would be used for future rotations.
22.18. Provide information on professional qualifications and certification of medical, aviation (including UAS operators) and other specialized personnel where applicable, in line with relevant UN standards.
22.19. Provide information to allow certification in the context of the HR-screening policy.
22.20. Ensure the safety and security of visit participants and provide a detailed itinerary.
22.21. Provide information on gender, conduct and discipline/SEA, investigative capacities, vetting, screening, and certification of personnel.
22.22. Demonstrate the language proficiency of unit commanders and any designated specialist personnel.
22.23. Provide in-country ground and air transport and other administrative support necessary to facilitate the visit itinerary.
22.24. Provide interpreters for the visit when required.
22.25. Provide any assistance to facilitate conduct of the PDV/PRV as may be required.
22.26. Provide sufficient IT support (connection, IT capacity, etc.) to facilitate virtual inspections and/or conduct of remote meetings with external PDV members during the PDV/PRV.
22.27. Sign the PDV/PRV Executive Summary report.

E. TERMS AND DEFINITIONS

23. **Pre-deployment Visit (PDV)**: PDV is a visit to contributing countries to confirm the readiness of a unit for deployment to a specific UN peace operation mission by physically or virtually verifying preparation of the unit. PDV is planned and conducted for a contingent or formed unit under generation for deployment to a UN field mission for the first time. PDV shall be conducted only once prior to the initial deployment of the unit.

24. **Pre-rotation Visit (PRV)**: PRV is planned and conducted for a contingent or formed unit already deployed in a UN field mission. PRV shall be conducted at any time in the rotation

cycle of a deployed contingent or formed unit as may be requested and approved by the USG DPO.

25. **Peacekeeping Capability Readiness Systems (PCRS)**: The Peacekeeping Capability Readiness System (PCRS) replaced the previous United Nations Standby Arrangement System (UNSAS). The PCRS is the system administered by DPO to register and maintain capability pledges for UN Peacekeeping. The PCRS aims to establish a more predictable, efficient and dynamic process of interaction between the UNHQ and the Member States for ensuring readiness and timely deployment of quality peacekeeping capabilities, and all pledges should be registered through/in PCRS.

26. **Military Skills Validation (MSV)**: MSVs are conducted at the end of pre-deployment training for ensuring the unit's preparation, operational readiness, training and performance as per UN Military units performance standards prior to the deployment or rotation, or whenever significant shortfalls have been previously identified in the field. Such validation can be conducted by the OMA/MPET members or by UN-certified evaluators.

27. **Formed Police Unit (FPU) Operational Readiness**: FPU Operational readiness is assessed through the Assessment of Operational Capability (AOC) process as identified in the SOP on AOC of Formed Police Units for Service in United Nations Peacekeeping Operations and Special Political Missions.

28. **Performance**: Performance of a military contribution is often measured by the favorable perception of success in conducting and delivering mandated tasks, as determined by the Security Council, UN Secretariat, Troop Contributing Countries and Member States, Host Nation (host government and population) and other UN Mission stakeholders.[15]

F. REFERENCES

29. **Normative or Superior References**

A. Financial Regulations and Rules of the UN, ST/SGB/2013/4 dated 1 July 2013.

B. Manual on Policies and Procedures concerning the Reimbursement and Control of Contingent-Owned Equipment of Troop/Police Contributors Participating in Peacekeeping Missions (A/78/87).

C. ST/SGB/1999/13 - Secretary-General's Bulletin on the Observance by United Nations Forces of International Humanitarian Law, (6 August 1999).

D. ST/SGB/2003/13 - Special Measures for the Protection from Sexual Exploitation and Sexual Abuse.

E. United Nations Security Council Resolution 2272 (2016) – Prevention Sexual Exploitation and Abuse (11 March 2016).

F. DPKO-DFS-DPA Policy on Child Protection in United Nations Peace Operations (2017.11) A/67/775–S/2013/110 - United Nations Human Rights Due Diligence Policy on United Nations Support to non-United Nations Security Forces (5 March 2013).

[15] This definition is picked from the Operational Readiness Assurance and Performance Improvement policy (December 2015).

G. OHCHR/DPKO/DPA/DFS 2011.20 - Policy on Human Rights in UN Peacekeeping Operations and Special Political Missions (1 September 2011).

H. UN 2012.18 - Policy on Human Rights Screening of United Nations Personnel (11 December 2012).

I. UN/DPA/DPKO/DFS 2015.10 - Policy on Accountability for Conduct and Discipline in Field Missions (1 August 2015).

J. DPKO/DFS 2015.16 - Policy on Operational Readiness Assurance and Performance Improvement (1 January 2016) or latest version.

K. DPKO/DFS 2016.08 – Guidelines on Operational Readiness Preparation for Troop Contributing Countries in Peacekeeping Missions (1 January 2017).

L. DPKO/DFS 2016.10 – Policy (revised) on Formed Police Units in United Nations Peacekeeping Operations (1 January 2017) or the latest version.

M. Medical Support Manual for United Nations Field Missions, 3rd Edition.

30. **Related Policies**

N. DPO/DOS SOP 2020.10 – SOP on Planning and Conducting Assessment and Advisory Visits (1 August 2020).

O. DPKO 2400/MIL/SOP/0503 - SOP on Contributing Country Reconnaissance Visits (5 October 2005).

P. Generic Guidelines for Troop Contributing Countries Deploying Military Units to the UN Peacekeeping Missions dated 2008 or the latest version.

Q. Guidelines for Police Contributing Countries Deploying Formed Police Units to Specific UN Missions.

R. DPKO/DFS 2011.01 - Standard Operating Procedure on Implementation of amendments on conduct and discipline in the model Memorandum of Understanding between the United Nations and Troop Contributing Countries, (9 February 2011).

S. DPKO/MD/03/00994 - Directives for Disciplinary Matters Involving Civilian Police Officers and Military Observers.

T. DPKO/PD/2006/00135 - Guidelines for United Nations Police Officers on Assignment with Peacekeeping Operations.

U. DPKO/PD/2006/00015 - Guidelines for Formed Police Units on Assignment with Peace Operations.

V. DPKO/DFS 2011.18 - Standard Operating Procedure on Assessment of Individual Police Officers for Service in United

W. Nations Peacekeeping Operations and Special Political Missions (10 January 2012) or the latest version.

X. DPKO/DFS 2016.10 – Policy (revised) on Formed Police Units in United Nations Peacekeeping Operations (1 January 2017) or the latest version.

Y. DPO/DFS SOP on Assessment of Operational Capability of Formed Police Units for Service in United Nations Peacekeeping Operations and Special Political Missions (2017.9) or the latest version.

Z. DPKO/OMA 2016.02 - Standard Operating Procedure on Force Commander's Evaluation of Subordinate Military Entities in Peacekeeping Operations (January 2016).

AA. DPKO/DFS 2014.21 - Movement Control Manual (December 2014).

BB. DPKO/DFS 2013.06 - Surface Transport Management in the Field (February 2013).

CC. United Nations Force Headquarters Handbook, November 2014.

DD. United Nations Infantry Battalion Manual (UNIBAM), January 2020.

EE. United Nations Peacekeeping Mission Military Aviation Manual, January 2015, updated in 2020.

FF. Policy on Class I micro and mini UAS, Nov 2022.

GG. United Nations Peacekeeping Missions Military Unit Manual on Special Forces, January 2015.

HH. United Nations Reconnaissance Unit Manual, April 2015.

II. United Nations Military Riverine Unit Manual, September 2015.

JJ. United Nations Peacekeeping Missions Military Signals Unit Manual, May 2015.

KK. United Nations Peacekeeping Missions Military Police Manual, July 2015.

LL. United Nations Peacekeeping Missions Military Force Headquarters Support Unit Manual, March 2015.

MM. United Nations Peacekeeping Missions Military Engineers Manual, September 2015.

NN. United Nations Peacekeeping Missions Military Logistics Unit Manual, June 2015.

OO. Medical Support Manual for UN Field Missions, 2015.

PP. DPO/DOS 2021.05 - United Nations Manual for Generation and Deployment of Military and Formed Police Units to Peace Operations.

QQ. DPO-DOS Guidelines on Peacekeeping Capability Readiness System (PCRS) dated 1 January 2019 or the latest version.

G. MONITORING AND COMPLIANCE

31. UNHQ (DPO, DPPA and DOS) and field missions shall monitor and ensure compliance with the SOP. This SOP shall have primacy if a discrepancy is identified between this and other DPO-DOS guidance documents that relates to planning and conducting PDV/PRV.

32. MILAD and POLAD are to monitor the implementation of this SOP by way of visit report submissions. MILAD, POLAD, Director DOS/UCSD, and Director DOS/LD shall monitor this SOP for compliance through specific visits.

33. All DPO/DOS staff and Head of Missions, Head of Military Components and Directors/Chiefs of Mission Support in UN field missions, shall make arrangements to support the implementation of this policy.

H. CONTACT

34. The contact officers for this SOP are the Chief FGS for military matters and Chief SRS for police matters.

I. HISTORY

35. This SOP supersedes any previous SOP on PDV/PRV including the SOP on planning and implementing pre-deployment visits dated 5 October 2005.

APPROVAL SIGNATURE:

Jean-Pierre Lacroix
Under-Secretary-General
Department of Peace Operations

DATE OF APPROVAL: 21 March 2025

APPROVAL SIGNATURE:

Atul Khare
Under-Secretary-General
Department of Operational Support

DATE OF APPROVAL: 26 March 2025

Annex A to SOP on PDV

TERMS OF REFERENCE
Pre-Deployment Visit to XXX (Insert name(s) of Country(s)
(19 Nov - 9 Dec 2023)

Purpose

1. The Under-Secretary General of Department of Peace Operations (DPO) has decided to conduct a Pre-Deployment Visit (PDV) to XXX (insert country) for a (insert name of unit/capability – e.g. Headquarters Support Company) earmarked for UNISFA) and a (insert name of unit/capability – e.g. Light Infantry Battalion) earmarked for MINUSCA. A PDV will also be conducted for XXX (insert country) (insert name of unit/capability – e.g JBVMM Protection Force) and (insert country) (insert name of unit/capability – e.g Construction Engineering Company) both to be deployed in (insert mission - e.g. UNISFA). The purpose of the PDV is to allow the Secretariat to observe the preparation of the contingents, inspect and check the unit's inventory equipment, personnel/operational readiness, gender participation, environmental awareness, self-sustainment capabilities and verify the conduct and discipline of the units prior to deployment in the mission area. The (insert name of unit/capability and PCRS number e.g Headquarters Support Company (NPL-18/19-230)) at level 3 of the Peacekeeping Capability Readiness System (PCRS), the (insert name of unit/capability and PCRS number e.g JBVMM Protection Force (BGD-17/18-65) at level 3 of the PCRS and the (insert name of unit/capability and PCRS number e.g Construction Engineering Company (VNM-19/20-321) at level 2 of the PCRS, are planned to be deployed to UNISFA no later than February 2024. The (insert name of unit/capability and PCRS number e.g Light Infantry Battalion (NPL-18/19-229) at level 3 of the PCRS is planned to be deployed to (insert mission -e.g. MINUSCA) no later than June 2024. It is planned that the same PDV team would visit (insert names of countries e.g. Nepal, Bangladesh then Vietnam) as these countries are within the same region. The MOU negotiations for all the units are ongoing with the TCCs.

2. The PDV for (insert country) is scheduled to be conducted from 19 to 26 Nov 2023 including travel days while the PDV for (insert country) is scheduled to be conducted from 26 Nov to 3 Dec 23 including travel days. The PDV for (insert country) is scheduled to be conducted from 3 to 9 Dec 23 including travel days. The PDV for (insert country) is arranged to be conducted jointly for the Headquarters Support Company (UNISFA) and the Light Infantry Battalion (MINUSCA). After that, the (insert country) JBVMM Protection Force PDV will follow, then the (insert country) construction Engineering Company. The training curriculum, personnel/operational readiness and awareness, gender participation, COE inspection shall be conducted physically, while the Conduct and Discipline, and Integrated Training Service part will be validated remotely for all the units (if they decide to conduct it remotely) [16]. Overall, the intent is to ensure that the TCCs members are fully trained, well equipped, and operationally

[16] Note that CDS and ITS should also join for in person visit if funds are available unless they decide to join remotely, or no funds are available and a decision is taken for them to conduct remote assessment.

ready for the deployment in the mission area.

3. The general health instructions issued by WHO would be considered at time of planning and during visit for the PDV/PRV. The team members would also consider prevailing health instructions of (insert name of country) in planning and conducting the visit.

Composition

4. The team comprised the following members:

Ser	Office	Name	Remarks
(a)	(b)	(c)	(d)
1.	DPO/OMA/FGS	Lt Col xxxx	Funded by xxx
2.	MINUSCA FHQ	xxxxx	Funded by MINUSCA
3.	ITS	xxxxx	Funded by xxxx or remotely
4.	CDS	xxxxx	Funded by xxxx or remotely
5.	DOS/OSCM/MOVCON	xxxxx	Funded by xxxx
6.	UNISFA COE/DOS MRPS	xxxxx	Funded by xxxx
7.	Engineer Officer	xxxxx	Funded by xxxx
8.	Aviation Specialist	xxxxx	Funded by xxxx

Planned Itinerary:

5. The travel itinerary is as under:

UNHQ Team

Dates	**Activities**
19 Nov 23	Departure from New York
20 Nov 23	PDV Team arrives in (XXX insert airport of arrival)
21 – 25 Nov 23	PDV of both UNISFA HQ Sp Unit and MINUSCA Light Inf Bn
26 Nov 23	Departure from (XXX to XXX insert countries)
26 Nov 23	PDV Team arrives in (XXX insert airport of arrival)
28 Nov 23	Coordination meeting and brief
29 Nov - 2 Dec 23	PDV of JBVMM Protection Force
3 Dec 23	Departure from (XXX to XXX insert countries)
3 Dec 23	PDV Team arrives in (XXX insert airport of arrival), checks into accommodation, followed by coordination meeting/brief
5-8 Dec 23	PDV of Construction Engineering Company
9 Dec 23	Departure from (XXX insert Departure Country and airport) to New York

MINUSCA Team

Dates	Activities
19 Nov 23	Departure from CAR
20 Nov 23	PDV Team arrives in (XXX insert airport of arrival)
21 – 25 Nov 23	PDV of MINUSCA Light Inf Bn
27 Nov 23	Departure from (XXX insert Departure Country and airport) for CAR
28 Nov 23	Arrival at CAR

UNISFA Team

Dates	Activities
19 Nov 23	Departure from Khartoum
20 Nov 23	PDV Team arrives in (XXX insert airport of arrival)
21 – 26 Nov 23	PDV of UNISFA Headquarters Support Unit
26 Nov 23	Departure from (XXX to XXX insert countries)
26 Nov 23	PDV Team arrives in (XXX insert airport of arrival)
27 Nov 23	Coordination meeting and brief
28 Nov - 2 Dec 23	PDV of JBVMM Protection Force
3 Dec 23	Departure from (XXX to XXX insert countries)
3 Dec 23	PDV Team arrives in (XXX insert airport of arrival), checks into accommodation, followed by coordination meeting and brief
4-8 Dec 23	PDV of Construction Engineering Company
9 Dec 23	Departure from (XXX insert Departure Country and airport) to Khartoum

6. The PDV/PRV will be conducted mainly in person and partially remotely as per the itinerary below. However, the remote aspects of the PDV/PRV will be conducted virtually via MS Teams and by reviewing documents provided by the TCC to validators.

(XXX Insert Country) – Itinerary for UNHQ/MINUSCA/UNISFA Team Members

Departure Date	Departure Time	Cities to be Visited	Arrival Date	Arrival Time	Work Start Date	Work Start Time	Work End Date	Work End Time	Departure Date
19 Nov (UNHQ)		xxxxx	20 Nov	Not later than 1600	22 Nov	0900	26 Nov	1800	26/27 Nov Depart to (XXX and XXX insert countries)
19 Nov (MINUSCA)		xxxxx	20 Nov		22 Nov		26 Nov		
19 Nov (UNISFA)		xxxxx	20 Nov		22 Nov		26 Nov		

(XXX Insert Country) – Itinerary for UNHQ/UNISFA Team

Departure Date	Departure Time	Cities to be Visited	Arrival Date	Arrival Time	Work Start Date	Work Start Time	Work End Date	Work End Time	Departure Date
26 Nov (XXX insert country)		xxxxx	26 Nov	Not later than 1600	28 Nov	0900	2 Dec	1800	3 Dec Depart to (XXX insert country)

(XXX Insert Country) – Itinerary for UNHQ/UNISFA Team

Departure Date	Departure Time	Cities to be Visited	Arrival Date	Arrival Time	Work Start Date	Work Start Time	Work End Date	Work End Time	Departure Date
3 Dec (XXX insert Country)		xxxxx	3 Dec	Not later than 1600	5 Dec	0900	8 Dec	1800	9 Dec Depart to (XXX and XXX insert countries)

Activity Description

7. The following visit program has been suggested and discussed with the Permanent Mission of (xxx insert country name) Military Adviser to the United Nations.

Day	**Activity**
19 November 23	Team members depart from New York-USA to (xxx insert country name)
20-26 ov 23	a. Opening meetings b. Briefings by AAV Team members on: o Force Generation Process. o Concept of Operations (CONOPS) and SUR. o Unit requirements. o Logistics requirements. o Policies, procedures, and guidelines/any specialist briefs. c. Assessment of the COE, self-sustainment capabilities and personnel readiness of unit pledged. d. Assessment of pre-deployment training conducted and/or planned. e. Obtaining information on accountability mechanisms:

	○ Code of Conduct/SEA (Command and Control, prevention and action plan/Investigation and NIO). ○ Human rights measures/mechanism to ensure compliance with UN policy on HR screening of UN personnel. f. Wrap up meeting and drafting of initial summary report
26 Nov 23	UAS and Aviation specialists depart New York to (xxx insert country name)
26 Nov 23	- Part of the Team members depart from (insert country name) to (insert country name) - MINUSCA team rep departs to MINUSCA
27 Nov-2 Dec 23	Team members conduct PDV for UAS Unit, wrap up and draft summary report
2 Dec 23	- Part of the Team members depart from (insert country name) to (insert country name) - UAS and Aviation specialist depart (insert country name) to New York - Engineering Specialist depart New York to (insert country)
3 Dec- 8 Dec 23	Team members conduct PDV for UAS Unit, wrap up and draft summary report
9 Dec 23	Team members depart (insert country name) to New York and (insert mission)

Tasks

8. **FGS will carry out the following tasks.**

a. FGS will lead overall PDV related activities to assess the capabilities and readiness of the units before deployment.
b. FGS remains the principal military point of contact with (XXX, XXX and XXX insert countries) during the preparation and assessment phase.

9. **Gender.** FGS will review the organization and women participation in the (XXX insert country) Headquarters Support Unit and Light Infantry Battalion, the (XXX insert country) JBVMM Protection Force and the (XXX insert country) Construction Engineering Company. The emphasis shall be given on the Uniformed Gender Parity Strategy targets for Contingent units which is 8% for 2021 and 25% for 2028. The increased women peacekeepers participation will enhance the UN's ability to engage with local women, men, girls, and boys in the AO and to develop better situational awareness. The adequate participation of women is also likely to increase the effectiveness of the unit to cooperate and engage with the local female population in the mission area.

10. **Unit Organization/ Equipment.** The PDV team will ensure that units are organized, well equipped, and prepared to perform the tasks as stated in the SUR. The units will be verified to ensure that the members have undergone individual and collective training to the standards specified in the United Nations Infantry Battalion Manual (UNIBAM). The PDV members will confirm TCC members understanding of Mission mandate, Force Protection, Rules of Engagements, and specific tasks in line with the SUR.

11. **Ammunition.** The TCC is to deploy ammunition as per the standard of UNMAM 2020. The ammunition lists will be reviewed to confirm that it meets the UN standard of ammunition deployment. The ammunition must have at least 50% shelf life to be acceptable for deployment in the mission area.

12. **Environmental Management Awareness.** The PDV team will ensure commanders at all levels understand environmental awareness, and how neglect of environmental and sanitary protection can affect the execution of the mission. The PDV team will validate the TCCs understanding of the terrain from an environmental perspective within the Area of Operation, and that the TCCs have trained their troops during Pre-deployment training on how to reduce fossil fuel emissions, environmental risk and health hazard and responsibilities related in the mission area.

13. **ITS, CDS and Human Rights Experts will conduct following tasks:**

a. The ITS team will conduct a series of evaluations either in person or remotely (virtually) to assess the pre-deployment training and preparation of the units. ITS will determine if all relevant phases of training have been planned and delivered as per the UN policies and guidelines. Evaluations will be done through document check, observation of different training activities, discussions, administering questionnaire and interviews with the (insert name of TCC) authorities at Military/Police Headquarters leadership level, and trainers of the National peacekeeping Training Centers. It will also involve Staff manning key command and staff positions of the deploying unit. Besides these, the ITS representative shall also closely look into the training provided to the contingent related to conduct and discipline matters in conjunction with CDS.

b. The CDS expert of UNHQ will assist the team either in person or remotely (virtually) by verifying that pre-deployment training on the UN standards of conduct and discipline, including SEA and sexual harassment, is delivered using UN Core Pre-deployment Training Modules (CPTM) material. To this effect, the CDS expert will assess during the visit, or conduct a one-hour virtual meeting with the deploying unit leadership and staff manning key command and staff positions of the deploying unit (as per unit commanders' choice). CDS will review command and control responsibilities and measures envisaged to be taken for the deploying unit(s) in the prevention of misconduct, SEA, and sexual harassment. Any other members of the TCC or Team may join the meeting. However, discussion will be focused on the Unit and its members.

Training Center Staff and HQ may add comments but are not expected to be participating or tested.

c. OHCHR experts will assess the measures put in place by xxxxx authorities to ensure compliance with the United Nations Policy on Human Rights Screening of United Nations Personnel. Assess the capacity within the contingent for cooperation with the United Nations on respect for international humanitarian and human rights law. Assess the quality of training provided or to be provided on international human rights and humanitarian law.

14. **MPET experts will conduct the following tasks**: During PRVs, MPET is responsible for the preparation and conduct of the Military Skill Validation (MSV). The PRV includes a phased MSV to confirm the operational readiness of the unit. The MSV of units deploying to UN missions is based on defined tasks and standards developed with input from Troop Contributing Countries (TCCs) and UN Missions. MPET will support TCC's preparation for the set-up of the exercise and prepare the workbook with selected tasks and functions of the battalion. MPET members will conduct the military skills validation.

a. Phase 1- Preparation of the MSV. During this phase, MPET will support the TCC in determining the detailed flow and program of the Military Skill Validation. The TCC will develop core documents to prepare the MSV.

b. Phase 2: Individual Military Skill Validation. Individual military skill validation is designed to validate the individual skills of contingent members. Participants will be randomly selected by MPET and will be tested in firing by day and night, navigation and buddy first aid.

c. Phase 3: Collective Military Skill Validation - Field Training Exercise. This phase starts with the Operations Order briefing of the unit commander and ends with the conclusion of the Field Training Exercise (FTX). The military unit will be validated in all core functions (as outlined in the UNIBAM) to include e.g. MPKI, Operations, Force Protection, Rules of Engagements, Logistics and others as well as specific tasks in line with the SUR. The UN Military Units Performance Standards is a fundamental resource for validation of the unit's performance and readiness. The validation of collective tasks will focus on the ability of the unit commander to plan and exercise effective command and control and unit's capability. training, readiness to carry out certain UN military operational tasks in simulated scenarios.

d. Phase 4: Assessment and Feedback. MPET provides specific training and performance recommendations to the PDV/PRV team leader in a written report. The PDV/PRV team leader determines what observations will be shared with the TCC. MPET shall be prepared to brief the OMA/Mission Management Working Group and the OMA MILAD.

15. In general, the PDV team will perform the following tasks:

a. Verify and assess the personnel readiness, including training and organization structure based on the SUR.
b. Verify and assess Major Equipment (ME) and Self Sustainment (SS).
c. Verification of Dangerous Goods (ammo) for the transportation of the COE.
d. Verify that all ammunitions have at least 50% of shelf-life left during the time of deployment in mission area.
e. Facilitate to revise, and guide TCC to finalize the Cargo Load List.
f. Transportation assessment of the COE and technical advice related to movement control operations (loading/packing of cargo) and cargo documentation.
g. Analyse results, share observations, and develop a common assessment on the operational readiness of the unit. Provide training recommendations (if any) in the PDV report.
h. Assist the TCC in expediting the deployment processes.

Funds

16. This travel will be funded through:

- OMA/FGS representative : Budget- xxxxxxx :
  - Fund: xxxx
  - Cost/Fund centre: xxxx
  - Budget period: xxxx
- Xxxx (insert name of Mission) Budget:
  - For MOVCON member from UNHQ/mission:
    - Fund: xxxx
    - Cost/Fund centre: xxxx
    - Budget period: xxxx
    - Functional area: xxxx
    - Business area: xxxx
  - For COE member from UNHQ/mission:
    - Fund: xxxx
    - Cost/Fund centre: xxxx
    - Budget period: xxxx
    - Functional area: xxxx
    - Business area: xxxx
- ITS Budget:

- For ITS representative from UNHQ:
  - Fund: xxxx
  - Cost/Fund centre: xxxx
  - Budget period: xxxx
  - Functional area: xxxx
  - Business area: xxxx

- CDS Budget:
  - For CDS representative from UNHQ:
    - Fund: xxxx
    - Cost/Fund centre: xxxx
    - Budget period: xxxx
    - Functional area: xxxx
    - Business area: xxxx

- ATS Budget:
  - For AvSS representative from UNHQ:
    - Fund: xxxx
    - Cost/Fund centre: xxxx
    - Budget period: xxxx
    - Functional area: xxxx
    - Business area: xxxx

17. Tentative details of expenditure (per person) as follows:

Required Funds:	US $	Funding by outside organization (Please attach supporting documents): Tickets; 19 and 26 Nov and 3 and 9 Dec, Accommodation; 3 meals provided per day (20 Nov – 8 Dec) Local transport, others.
Official itinerary estimated cost (from Amex or online website, no booking necessary)	$xxxx	
Nepal-Daily subsistence allowance*	$xxxx	
Bangladesh-Daily subsistence allowance*	$xxxx	
Vietnam - Daily subsistence allowance*	$xxxx	
Terminal*	$xxx	
Total Estimated Cost	$xxxx	

21-day compliance

18. The TOR complies with the 21-days travel policy and requires approval for continuation of the processes for the PDV/PRV or the 21 days compliance could not be met due to (xxxx insert reason for lateness).

Host Country's Health Requirement

19. The general WHO health requirement would be followed, and the team members would also consider prevailing health instructions of (xxx insert name of country) in the planning and during the conduct of the visit. Or there are no mandatory health requirements to be followed in visiting (xxx insert name of country).

Alternative means of Communication

20. This travel cannot be replaced by alternative means of communications such as video teleconferencing apert from specific matters such as CDS meetings. Because of the need to deploy the unit immediately to (xxxx insert name of mission) and there is the need to conduct an in-person PDV in order to advise on preparation of the unit and verify the TCCs operational/logistics preparedness prior their deployment to (xxxx insert name of mission).

Gen Birame Diop
Military Adviser for Peacekeeping Operations
November 2023

Annex B to SOP on PDV

TO: **Gen Birame Diop, Military Adviser,**
Department of Peace Operations, Office of Military Affairs

THROUGH: **Brig Gen Mohammad Nazmul Haque, Chief of Staff,**
Department of Peace Operations, Office of Military Affairs

FROM: **Col Mohammad Kaiser Chowdhury, Chief Force Generation Service,**
Department of Peace Operations, Office of Military Affairs

INFO: **Maj Gen Maureen Patricia O'Brien, Deputy Military Adviser,**
Department of Peace Operations, Office of Military Affairs

DATE:	**XX/09/XX**	**For signature X**	**For approval ☐**	**For action ☐**	**For information ☐**
DRAFTER:	**Lt Col xxxxx**				**Ext: 3-XXXX**
SUBJECT:	**MINUSMA- Terms of Reference for (insert name of unit) ((PCRS no XXX-19/20-616) Pre-Deployment Visit to (*insert name of T/PCC)***				
REMARKS:	1. The Terms of Reference (TOR) is prepared to authorize a planned PDV to **(*insert name of T/PCC)*** for verification and assessment of the ***(insert name of unit)*** at PCRS Level X pledge to MINUSMA (**Flag A**). The PDV is planned to be conducted from XX September to XX September XXXX. 2. If approved, kindly sign the attached TOR (**Flag A)** please.				

CLEARANCE
(please indicate name or initials)

DPO				**DPPA**	
OUSG		**OMA**		OUSG	☐
Front Office	☐	Front Office	☐	DPR	☐
GU	☐	AT	☐	DECOL	☐
IAPU	☐	CMOS	☐	EAD	☐
OPSP	☐	FGS, KC	**X**	PMD	☐
OROLSI		MPS	☐	SCAD	☐
Front Office	☐	PDT	☐	**PBSO**	
DDRS	☐	**DPET**		Front Office	☐
JCS	☐	Front Office	☐	PBF	☐
MAS	☐	ITS	☐	PCSB	☐
PD	☐	PBPS	☐	PSPB	☐
SSRU	☐			**OTHER:**	☐

ODCSS							
Front Office ☐	EO ☐	FPS ☐	IMU ☐	LSS ☐	SCS ☐	UNOCC ☐	

OASG AFRICA		OASG MEAP		OASG ECAA	
Front Office	☐	Front Office	☐	Front Office	☐
CSAD	☐	APD	☐	AD	☐
EAD	☐	MED	☐	ECAD	☐
NAD	☐				
WAD	☐				

GUIDANCE MATERIALS: Please list any guidance materials (policies, SOPs, guidelines, manuals etc.) or knowledge products (lessons learned studies, After Action Reviews, practice notes etc.) that were consulted during the drafting of this document:

Supporting Documents:

Flag A: DPO-2022-XXXX_TOR for ***(insert name of unit)*** PDV_FOR SIGNATURE

Annex C to SOP on PDV

PRE-DEPLOYMENT VISIT (PDV) CONCEPT AND COORDINATING INSTRUCTIONS

(PDV Instructions)

1. The Secretariat of the United Nations presents its compliments to the Permanent Mission of ***(insert name of T/PCC)*** to the United Nations and has the pleasure to inform that your ***(insert name of unit)*** (XXX-19/20-616) at the Peacekeeping Capabilities Readiness System (PCRS) Level X has been invited for deployment to the ***(insert name of field mission)***.

2. To ensure final acceptance of the ***(insert name of T/PCC)*** offer and subsequently deployment to ***(insert name of field mission)***, an in-person PDV will be conducted from XX-XX September XXXX for the capability. The purpose of the PDV is to physically verify the preparation of the unit, inspect the operational readiness of Major Equipment (ME) and self-sustainment (SS) equipment and finalize the cargo load list and readiness status. However, the Integrated Training Service (ITS) will remote validate the mission specific skills and the unit's training activities. Conduct and Discipline will also test the Unit's knowledge related to conduct and discipline and SEA issues remotely to ensure the unit meets the UN standards and ***(insert name of field mission)*** operational requirements prior to deployment.

3. The PDV process will require the initial submission of completed questionnaires/checklists relating to the unit, Contingent-Owned Equipment tables to be deployed with specific photos of each line item and a TCC statement of equipment serviceability and readiness for deployment.

4. Once the PDV package (tables and questionnaires/checklists) is received and completed by your Capital, you are respectfully requested to return it to DPO/OMA/FGS on XX September XXXX. During this period, you may also send us questions or points that requires clarification regarding the generation and operational employment details of this unit.

5. The actual PDV will take place on XX-XX September XXXX, after you return the documents to DPO/OMA/FGS via Lt Col Xxx Xxxxx (Email Address: xxx.xxxxxxx@un.org).

6. The assessment for this capability will be according to the attached Mission specific SUR for ***(insert name of unit)*** dated XX March XXXX which is also part of the PDV package.

7. You will be receiving the following documents inside the package:

   a. 1- PDV - Concept and Coordinating Instructions.

   b. 2- PDV – Personnel and Generic Questionnaire.

   c. 3- PDV - Aviation Transport Service Checklist.

d. 4-PDV-Aviation Transport Service Bangladesh-MINUSMA DRAFT LOA 2022-013 (Government Bangladesh Review)

e. 5- PDV – Aviation Safety Questionnaire/Checklist.

f. 6-PDV_ITS_Questionnaire

g. 7- PDV -Conduct and Discipline Service (CDS) PowerPoint Presentation.

h. 8-PDV_Conduct and Discipline Presentation Guidelines and Requirements.

i. 9- PDV – MINUSMA SUR for ArH (90) unit dated 06 March 2020.

j. 10-PDV- 2021.04 UNMUM-Aviation Unit Manual Signed 21 April 2021.

k. 11-PDV-UNMAM_Manual on Ammunition Management.

8. The Secretariat of the United Nations avails itself of this opportunity to renew to the Permanent Mission of ***(insert name of T/PCC)*** to the United Nations the assurances of its highest consideration.

Annex D to SOP on PDV

GENERIC CHECKLIST/QUESTIONNAIRE FOR *(insert name of unit)* PDV

Mission: _(*insert name of field mission*)_____

T/PCC:___(*insert name of T/PCC*)_____ Date:___XX-XX September XXXX

Unit assessed/visited: *(insert name of unit)*

Personnel and Operational aspects	PDV
Composition of the Unit in line with SUR	
How has the unit been formed?	
Is it a homogeneous unit or has it been formed with personnel from multiple units?	
For how long the Unit has trained together for deployment?	
Command and Staff functions of the Unit as per the UN requirement	
How long has the leadership been with the unit?	
Has the unit been trained in joint operations together with other units/other services?	
Is the unit leadership familiar with the respective UN Military Unit Manual?	
Does the unit possess the appropriate organizational structure for command and control of the unit as specified in the respective UN Military Unit Manual?	
Is the unit leadership familiar with the Security Council Resolution/Mandate for the respective UN Mission?	
Understanding of the mission environment, mandate, ROE, and role of various org/stakeholders	
Has the unit been trained to conduct all tasks as stated in the Statement of Unit Requirement (SUR)?	
Has the unit exercised scenarios to practice the Rules of Engagement, including handeling of detention centres, of the respective UN Mission?	
Does the unit possess the appropriate organizational structure for command and control of the unit as specified in the SUR?	
Are all unit personnel trained and proficient in using their personnel weapon? Zeroing history.	
Has proper firing training been conducted, incl. for crew served weapons?	
What is the level of language proficiency? (English, French)	
What is the language proficiency of the personnel (mission language) – especially the unit commands/officers?	
Did all personnel have first aid training and exercised MEDEVAC drills/exercises?	
Unit members ability to operate special equipment.	
What is the gender balance within the unit? (It may serve as an indicator of a lower risk as it better enables uniformed personnel to engage with local women and understand their protection concerns.)	
Do all unit personnel have (will be issued) passports or identification cards prior deployment?	
Has the Member State ensured that there is photographic inventory of deployed personnel, which can be used for individual records?	
Are the personnel lists complete for the vetting of the personnel and for providing the passenger manifest?	
Unit Commanders, staffs and other members awareness in environmental management.	
Understanding of the terrain from an environmental perspective within the AOR, and they have trained their troops during Pre-deployment training on how to reduce fossil fuel emissions, environmental risk and health hazard and responsibilities related in the mission area.	

Pre-deployment training **Overall aspects**	**PDV**
What training infrastructure is available in country?	
Is it capable of providing basic and specialized training on UN required functions, including international human rights law and humanitarian law responsibilities, in an integrated manner?	
What training modules and syllabus are being used?	
Does the syllabus appropriately reflect the training of latest policies issued by the United Nations especially the Core Pre-Deployment Training Modules (CPTMs)?	
How are the special/ specific capabilities (enabling units) been trained?	
Is training supported by mission specific exercise scenarios?	
Joint exercises with other units?	
Does the Member State have training recognition for pre-deployment training consistent with United Nations standards?	
Is there a history of inaccurate self-certification for pre-deployment training?	
Does the Member State have dedicated PK training facilities/exercise grounds?	
Does the Member State conduct pre-deployment training for all contingents prior to deployment?	

Pre-deployment training **Code and Conduct / SEA/Human Rights**	**PDV**
Does the Member State have sexual exploitation and abuse, conflict related sexual violence, child protection and human rights training in its national training curriculum? (professional training not linked to peacekeeping)	
Does the Member State conduct training on SEA regularly as a refresher course? (professional training not linked to peacekeeping)	
Does the Member State conduct separate training on conduct and discipline in it is national training curriculum (professional training not linked to peacekeeping)?	
Does the Member State conduct awareness-raising sessions on disciplinary measures in place?	
Has the Member State developed a command philosophy regarding the prevention of sexual exploitation and abuse prior to deployment, and are commanding officers trained in this philosophy?	
Does the SEA-related content of the pre-deployment training include examples of previous misconduct related to SEA, including SEA related to children, and disciplinary measures taken?	
Did the Member State provide a copy of the training plan / curriculum of the unit training?	
Did the Member State provide a list of personnel that attended the pre-deployment training (copies of training certificates)?	

Investigative Capacities through **National Investigation Officers** **(Military Units Only)**	**PDV**
Does the unit have qualified male and/or female National Investigation Officers (NIOs)?	
Has the Member State received training for its National Investigative Officers, including on the sensitivities of interviewing victims of SEA and children produced from SEA?	
Has the Member States submitted copies of the course work/training module provided as pre-deployment training for NIOs, along with information on the amount of training time devoted to the subject?	
What are the internal accountability and courts martial systems that will be used when deployed and is there an intention to embed national investigation officers in their contingents?	

Vetting, screening and certification of personnel	**PDV**
Do the leadership and individual unit personnel go through adequate scrutiny in line with the provisions of the UN human rights screening policy for certification, as well as conduct and discipline to ascertain selection of competent personnel with the highest standards of integrity who have not been convicted of, or are not currently under investigation or being prosecuted for any serious criminal offence, or any violation of international human rights or humanitarian law?	
Is the Member State familiar with the certifications and UN vetting process?	
Has the Member State certified, as required, that none of the members of the unit have been convicted of, or are not currently under investigation or being prosecuted for, any criminal offence or any violation of international human rights law or international humanitarian law, and that it is not aware of any allegations against its personnel that they have been involved, by act or omission, in the commission of any acts that amount to violations of international human rights or international humanitarian law?	
Has the Member State certified that its personnel meet the requirements set forth by the Human Rights Screening Policy?	
Is there any information on human resources, criminal, conduct and discipline and SEA-records?	
Have individual members of contingents successfully been vetted for prior history of misconduct while in the service of the United Nations through the procedures in place?	
Have the Member State submitted updated national military or police regulations regarding discipline, oversight and accountability mechanisms to the Secretariat?	
Have the Member State formally provided the United Nations with information on national laws which criminalize all forms of sexual violence against women, men, girls and boys, and the existence of a justice mechanism to prosecute such cases?	
Has the Member State certified, as required, that no unit member has been previously repatriated on disciplinary grounds or otherwise barred from participation in United Nations peacekeeping operations in connection with an act of serious misconduct, including SEA?	
Has the Member State provided the personnel lists complete for the vetting of the personnel by the UN?	

Equipment	**PDV**
List of Major equipment (Checklist of all the ME) – COE	
List of Self-Sustainment Equipment (Checklist of all the SSE)- COE	
Will /is the Member State capable of concentrating the desired number of different categories of major equipment within a reasonable time?	
What amount of equipment needs to be procured? What is the estimated delivery time (cycle)?	

Cargo Load Lists	**PDV**
List of Major equipment (Checklist of all the ME) – MCS	
List of Self-Sustainment Equipment (Checklist of all the SSE)- MCS	
Submission of Draft CLL	
Cargo Readiness Status	

Ammunition Inspection (please provide information on arms/ammunition to be deployed with the (*insert name of unit*) to (*insert name of field mission*)					
Types	**Quantity**	**Date of Manufacture**	**Date of Expiration**	**Shelf- Life**	**PDV**

United Nations Essentials of Health Care Quality and Patient Safety Checklist for Pre-Deployment Visits

Focus Area►	1	2	3	4	5
Criteria ▼	**Leadership Process and Accountability**	**Competent and Capable Workforce**	**Safe Environment for Staff and Patients**	**Clinical Care of Patients**	**Improvement of Quality and Safety**
1	Leadership responsibilities and accountabilities identified	Personnel files and job descriptions for all staff	Regular inspection of buildings	Correct patient identification	There is an adverse event reporting system.
2	Leadership for quality and safety	Review of credentials of physicians	Control of hazardous materials/controlled substances	Informed consent	Adverse events are analyzed.
3	Collaborative management	Review of credentials of nurses	Fire safety program	Medical and nursing assessments for all patients	High-risk processes and high-risk patients are monitored.
4	Oversight of contracts	Review of credentials of other health professionals	Biomedical equipment safety	Laboratory services are available and reliable.	Patient satisfaction is monitored.
5	Integration of quality and risk management	Staff orientation to their jobs	Stable water and electricity sources	Diagnostic imaging services are available, safe, and reliable.	Staff satisfaction is monitored.
6	Compliance with laws and regulations	Oversight of students and those in training	Coordination of infection prevention and control program	Planned and provided care is written.	There is a complaint process.
7	Commitment to patient and family rights	Training in resuscitative techniques	Reduction of health care– associated infections (hand hygiene)	Anesthesia and sedation are used appropriately.	Clinical guidelines and pathways are available and used.
8	Policies and procedures for care of high-risk patients	Staff education on infection prevention and control	Barrier techniques are used (gloves, masks, and so on).	Surgical services are appropriate to patient needs.	Staff understand how to improve processes.
9		Communication among those caring for the patient	Proper disposal of sharps and needles	Medication use is safely managed.	Clinical outcomes are monitored.
10	Blood and blood products management system	Staff health and safety program /OSH program for staff	Proper disposal of infectious medical waste	Patients are educated to participate in their care.	Communicating quality and safety information to staff

PRE-DEPLOYMENT VISIT CHECKLIST – MEDICAL UNITS

GENERAL INFORMATION ABOUT MEMBER STATE

National Medical Administration & Education Framework	**Remarks**
Does the Health ministry have standards for hospitals to adhere to and if those apply to the Army hospitals?	
Does the Health ministry have standards for hospitals to adhere to and if those apply to the Army hospitals?	
No. of medical schools in the country?	
Academic departments for various field of medicine in the medical schools?	
No of medical graduates each year?	
Certification programs and Continued Medical Education requirements for the Civilians and Military medical personnel?	
Information on the Medical council of the country, i.e the national accreditation system of the country?	
Military Medical Education & Training Resource	
Sourcing of military health personnel?	
Specialist training program in military?	
Medical Personnel Transition	
Whether national health care intersects with the Army in terms of doctors moving from military to civil back and forth?	
Medical Personnel Qualification	
Requirements for military medical staff to maintain registration with the medical council?	
Combat exposure of health personnel?	
Incident reporting/adverse events [military/country, if may have]?	
Medical audits now often & procedures?	
Language skills of all health personnel?	
Interpreter skills?	
Lab accreditation?	
Generic Points	
Gender segregation of roles in healthcare?	
Surgical safety check list?	

PRE-DEPLOYMENT VISIT CHECKLIST – MEDICAL UNITS

OPERATIONAL & TECHNICAL REQUIREMENTS

	OPERATIONAL & TECHNICAL ASPECTS	YES	NO
1	Medical personnel structure		
2	Professional qualification and credentials checking for medical personnel. Interaction with professional personnel to assess clinical competency and language capability		
3	Major medical equipment assessment		
4	Medical drugs, pharmaceuticals and consumables assessment		
5	Other self-sustainment categories and capabilities assessment		
6	Pre-deployment medical-related training conducted for medical personnel as well as non-medical personnel		
7	(For Level 2 and Level 2+ medical units) Conduct and assess pre-hospital life support drill and mass casualty drill		
8	Spot assessment and validation of practical first aid skills of individuals in formed units and individual military/police officers and experts through random selection		
9	Assess pre-deployment medical examination process and review health protection measures adopted by the contingent, including its immunization schedule and pre-deployment examinations		
10	Assess related provisions on physical and mental well-being of contingent members during deployment		

Annex E to SOP on PDV

PRE-DEPLOYMENT VISIT EXIT SUMMARY REPORT
ON (*insert name of unit*) TO (*insert name of field mission*)
(XX – XX SEPTEMBER XXXX)

Executive Summary

A Pre-Deployment Visit (PDV) was conducted to verify and validate (insert name of unit) (XXX-19/20-616) at Level X of the Peacekeeping Capability Readiness System (PCRS) in preparation for deployment to MINUSMA Sector East, GAO. The Team verified the preparation of the Unit, inspected the operational readiness of major equipment (ME) including airframes and self-sustainment (SS) support, validated the mission specific skills and training activities, finalized the cargo load list and readiness status, and assessed conduct and discipline to ensure the Unit meets the UN standards and MINUSMA operational requirements prior to deployment.

Personnel:

(xxx insert name of TCC) has a professional and well-equipped Army Aviation Group. The Unit's 120 personnel appear organized with wide range of UN peacekeeping experience. Bangladesh confirmed that seven (07) female personnel (representing 5.8 percent of the Unit's strength) will be deployed with the Unit.

Aviation Assessment:

Mi-171SH Helicopters. The three MI-171SH helicopters (3S-BRJ, 3S-BRB and 3S-BRS) were available for inspection which upon examination were found to be in excellent condition and appeared to be very well maintained. The helicopters were manufactured in the year 2017 and can carry up to 20 (twenty) passengers depending on the different flight condition such as distance, location, weather, and the type of mission. Aircraft are equipped with external slings to support such special operation. The three helicopters are not equipped with TCAS II, H-TAWS (GPWS), but Global Positioning System has been installed.

Aviation Safety:

It was noted that the (Xxx insert name of TCC) ArH unit has a dedicated flight safety structure with appointed flight safety officer. The Safety Policy and Emergency Response Plan are written in English language. The unit safety personnel, aviation safety documentation and aviation safety structure meet the UN aviation safety standards.

Military Performance Evaluation Team:

The unit was evaluated in line with performance indicators and criteria on the Operational Readiness Assurance and Performance Improvement Policy and found to have met the standard/exceeded the standard. The unit is declared well trained and ready for deployment to the peace mission.

Integrated Training Service:
From the analysis of the training documentation and interview, it can be concluded that the Pre-deployment Training of the Armed Helicopter Unit has been satisfactorily conducted in accordance with UN policies and standards, and the Country's Pre-deployment Training Structure is well organized at different levels and can sustainably support for the future rotations.

Conduct and Discipline (CDS):
Based on assessment of responses to CDS' questions during the virtual meeting, the answers to the Case Study and the related discussion, as well as the interest of the Unit Commander and his staff, it demonstrated that this Unit has a clear understanding of the United Nations standards of conduct and the strategy to address misconduct and SEA, as well as its responsibilities in that regard.

Human Rights (OHCHR):
OHCHR assessed that this Unit has structurally integrated adequate human rights standards to generate, prepare, oversee, and evaluate its United Nations' personnel to ensure the respect and protection human rights during their operations.

Contingent-Owned Equipment (COE):
Overall, the TCC had prepared for the visit and all the COE (ME and SS) was properly laid out for the verification. All the ME as per the agreed Draft MOU was displayed. On Self-Sustainment, TCC has provided the contingent with sufficient material for all Self-Sustainment Categories and Sub-Categories, for the sustainment of the contingent during deployment. Details of observations made regarding the ME/SS is attached at the end of this summary report.

Movement Control Section (MCS):
MCS is engaging the Mission and DOS/UCSD on the TCC proposed deployment timeline options. The Section also provided an alternative deployment proposal that could address some aspects of the TCC's deployment options for consideration.

Deployment Readiness:
The TCC proposed two options for deployment of the Unit to MINUSMA. The first option is deployment of personnel, COE and helicopters by air from Bangladesh to Mali to enable the Unit's operational by 2nd week January 2023. The second option is deployment of personnel, COE and helicopters by both air and sea. The Unit may be operational by 3rd week February 2023 or beyond, depending on the arrival of COE in Mission. However, the TCC preferred option 1 to get the Unit operational at the earliest. The TCC assured that for both option 1 and 2, NVG modification and pilot NVG training will be completed before deployment.

Caveats/Limitations:
(Xxxx insert name of TCC) did not present any caveat or limitation during the PDV.

Recommendation:
The (Xxxx insert name of TCC) ArH unit is well prepared and ready for deployment save for the NVG under procurement and other highlighted capability gaps above. As no political and operational caveats were observed, it is recommended that UNHQ and MINUSMA accept the unit for deployment upon installation of the NVG. The PDV team further recommended that UNHQ and MINUSMA should consider the proposed timelines of the TCC for deployment based on operational necessity.

XXX XXX XXXXXX XXXXXXXX
PDV Team Leader
XX September XXXX

XX XXXX XXXXXX
Director, Army Aviation Directorate
XX September XXXX

OBSERVATIONS MADE (examples)

1. The following observations were made on the helicopter platform demonstrated:
   a. The aircrafts was still in ferry configuration when PDV team had requested that both aircraft be fully equipped, with one aircraft in passenger configuration and the other in MEDEVAC/CASEVAC configuration.
   b. The PDV team could not verify the number of seats, seatbelts, and their conditions.
   c. The PDV team could not verify availability and the condition of the stretchers, and the number that can be accommodated in the aircraft.
   d. Locations and stations of various items including floaters, survival vests, survival kit etc could not be determined.
   e. The FLIR was not mounted, and the availability and operation of the equipment could not be verified.
   f. The machine guns were not mounted as required even though the guns were available during the inspection.
   g. Some emergency exits were not labelled or had no operation instructions. The unit is requested to ensure all emergency exists are marked as required and instructions should be written in English.
   h. Life jackets were not presented (this is required for every seat/passenger). The validity and locations where the jackets were to be stored in the aircraft could not be verified, this is due to the aircraft configuration in ferry mode.
   i. Labels & instructions were in Chinese language. Expiry dates of the items could not also be determined as these were also in Chinese. Labelling of hand fire extinguisher, survival and first aid kits, and expiry dates are recommended to be in English.
   j. Checklists and Maps: No passenger briefing cards, checklists and Maps were availed for the PDV team.

k. Expired Items: Some items had expired including the Emergency Locator transmitter (ELT) battery. The Unit is to ensure that all items are valid and renewed/replaced before the next inspection (in-person).

l. The following could not be demonstrated and hence could be not verified:

(1) NDB, VOR, Transponder - Functioning of the equipment.

(2) Radios and Inter communication - Types of radio and functioning of the equipment.

(3) ELT - Functioning of the equipment.

(4) Altimeters/Radar & weather altimeter- Functioning of the equipment.

(5) GPS - power sources, expiry dates of the software.

(6) Cockpit Voice Recorder - Function and type.

(7) Public address System.

(8) Sat phone.

m. Corrosion and Dents: Due to the quality of streaming (low resolution), it was difficult to ascertain presence or absence of corrosion and dents from the air frame.

n. Operating from a forward operating LZ (including refueling/rearming): The unit could not demonstrate availability of auxiliary fuel pump, filter, and approved fuel drums for refueling as required in the contract.

2. Major Equipment: Major equipment were presented, inspected and found to be in good shape. Some few deviations were proposed. The following observations and recommendations were made:

a. Tentage accommodation – The tentage presented was Olive Green in colour. TCC advised to display UN marking on the tent. TCC has in stock adequate tentage to deploy.

b. Ablution facilities up to 50 persons – TCC demonstrated both prefabricated 50 persons ablution and Tented ablution. PDV team advised TCC to deploy tented ablutions only since the prefabricated ablution type would be provided by the Mission. This is confirmed by mission. TCC has in stock adequate tented ablution.

c. Ammunition Storage Containers – TCC demonstrated three containers modified as per UNMAM 2020 specifications for deployment. PDV team considers containers acceptable for deployment when painted in UN colour and marked as per the COE Manual.

d. Other Containers – 13 demonstrated containers will be considered acceptable upon painting in the UN colour with marking as per the COE Manual.

e. APC Wheeled Trucks – TCC demonstrated thirteen (13) BTR armed 8 x 8 amphibious APCs armed with 14.5 mm main gun and 7.62 x 51 mm side armament. APCs had 360 protections to gunner. TCC requested to deploy said APCs. PDV

team found the APCs to be suitable and in good condition for deployment pending final MOU negotiations and acceptance. PDV team recommends TCC to deploy twelve (12) armed APCs in place of Jeep 4 x 4 Military Pattern truck vehicles. APCs to be painted in UN colour with markings.

f. Ambulance – TCC demonstrated 4 x military pattern ambulances as requested by the PDV team. Vehicles would be considered as military patten upon upgrading as per the requirement laid down in the COE Manual. However, one ambulance would be swapped for the APC ambulance.

g. Truck Refrigerator (under 20 feet) – Three vehicles were demonstrated. TCC advised to fit winches on vehicles. PDV team accepted.

h. Jeep 4 x 4 Military Pattern – TCC demonstrated total nineteen (19) 4x4 Jeep commercial pattern hard top Jeeps (1 x Mitsubishi Pajero & 18 Toyotas). The present condition of the vehicles cannot be accepted as Jeep 4x4 Military Pattern. Vehicles fall under the category of automobile 4x4 Civil Pattern. No military radios were mounted but were presented to be mounted later. TCC was advised to change the hard top to soft top and add additional features as per the COE Manual to be accepted as Jeep 4x4 Military Pattern. These to be verified during arrival inspection. However, if APCs would be deployed, same number of the jeeps would reduce during MOU negotiation.

i. Medium Cargo Multi Axle Trailer – TCC demonstrated 6 high bed trailers. However, the compatible tractor to tow this equipment was not available. In addition, this equipment is not a mission requirement. Based on consultation with Mission, PDV team advised TCC to remove this from the list of the equipment for the MOU. This equipment is not accepted.

j. Ammunition were inspected by the team at **xxxx**. 12.7 x 107 mm Ball ammunition comprising of 36,000 rounds was found expired owing to manufacture year of 1980 (20 years shelf life already completed in 2000). TCC presented documents showing own lab evaluation which increased the shelf life by 4 years (up to 2025). In addition to this, following types of ammunition was also found to have less than 50 per cent shelf life and therefore, PDV team recommends that same should not be sent into the mission:

(1) 40 mm HEAT Anti-Tank Grenade – Year of manufacture 2010.

(2) 60 mm HE Mortar Round – Year of manufacture 2010.

(3) 60 mm Smoke Mortar Rounds – Year of manufacture 2010.

(4) 60 mm Illuminating Mortar Rounds – Year of manufacture 2010.

3. Self-Sustainment. The following observations and recommendations were made regarding self-sustainment category:

a. Explosive Ordnance Disposal – To be provided by Mission. TCC not to deploy.

b. Buddy First Aid - Mandatory from 1 Jul 2022. TCC informed to deploy as per the COE manual 2020.

c. Internet Access – UN responsibility should the TCC agree to conditions of services mentioned by the mission. Same were explained by the PDV Team during briefing.

d. COVID-19 Vaccinations – TCC informed all troops deploying must be fully vaccinated.

Annex F to SOP on PDV/PRV

FINAL PRE-DEPLOYMENT VISIT REPORT
ON (insert name of unit) TO (insert name of field mission)
(XX – XX SEPTEMBER XXXX)

The purpose of the visit report is to submit for decision any unresolved issues arising from the assessment of contributing capabilities. The report should present the unresolved issues and key requirements of the terms of reference. The body of the report should be concise, less than five pages and include technical and MOU details in annexes. A specimen report is shown below:

Executive Summary

Pending the volume of the report a short Executive Summary might be added at the beginning of the PDV-report.

Key issue 1. The ES should highlight the overall assessment of the units visited including, national decision-making process to take part of UN missions, the availability of COE, training programs, selection and vetting of personnel, female participation, environmental matters, human rights considerations, management systems, language skills and other important issues considered by the PDV Team leader.

Key issue 2. The last paragraph of the ES must have a clear recommendation if the unit(s) is(are) ready for deployment or needs additional time for preparation and provision of existing shortfalls. It should state the estimated deployment readiness timeline of the unit(s) when comparing the available major equipment of the unit to the draft MOU.

The language on the report should be descriptive and direct, and should avoid the use of unnecessary adjectives and superlatives in order to maintain transparency and impartiality of the PDV team's considerations.

A. Introduction

1. The Department of Peace Operations invited **(name of TCC)** on **xxxx** December **xxx** to prepare their (***name of unit***) (**xxx-18/19-299**) which is at the PCRS Level 2/3 to deploy in UNISFA as part of the Multinational Force. **(name of TCC)** accepted the invitation on **xxx February xxxx** and following this, a Pre-Deployment Visit (PDV) was requested by the United Nations (UN). China requested to conduct a virtual PDV of the Unit instead of an in-person PDV. The virtual PDV commenced on 8 August and concluded on 26 September 2022.A UN pre-deployment visit team (PDV team) comprising underlisted persons traveled to (***name of contributing country***) and conducted (dates) and comprised (include name of mission if staff member is not from UNHQ):

Office	**Name**
Force generation and/or police recruitment – Team leader	
Logistics operations and/or mission support	

Financial and claims management and / or COE Verification Unit	
Enabling capability specialists, where applicable	
CDS	
ITS	
MPET	

B. Purpose

2. The purpose of the visit was to assess the personnel, major equipment and self-sustainment capabilities of the country's contributions in meeting (name of mission) operational, logistics, training, accountability and personnel requirements as well as deployment readiness and timings. The terms of reference are attached at Annex A.

C. General Assessment

3. Assess and explain the overall findings if the contingents were found overall to have the capability to undertake CONOPS tasks and will be ready for sustaining the capability as required for the particular mission.

4. Assess and describe the readiness for personnel and equipment (major equipment, self-sustainment items and personnel equipment. Highlight key shortfalls and describe how these can be overcome prior to the deployment.

D. Mission Requirements

5. Describe any operational and deployment requirements for the contingents in addition to CONOPS tasks. Summarize how well the contingents might meet the requirements.

E. Specific Observations - Personnel

6. Summarize the organization, strength and structure of unit(s) in relation to the requirements in the respective CONOPS. Organizational diagrams and tabulated skills specializations should be attached in an annex. Describe the morale and bearing, age category of the personnel, gender parity of the unit, the availability of NIO, Environmental Officer, ATO etc.

F. Specific Observations - Training

7. List peacekeeping training (dates and type) undertaken by the contingent and any evaluation of the quality and success of the training. Summarize a joint assessment of training experience in UN peace operations, familiarity with mission structures, training requirements in critical areas and arrangements for continuing training in the mission.

8. Make recommendations on follow-up training support including aids, publications, references, specific pre-deployment training and how it might be delivered. A more comprehensive report should be attached as an annex.

G. Specific Observations - Conduct and Discipline

9. A short summary of the meeting between CDS and the deploying Unit could be added here. The main observations reported in the CDS Annex (report) could be copied & pasted here as well or as a summary. The same applies for the recommendations given by CDS, that are also found in the CDS Annex. In any case, the full comprehensive CDS report should be attached to the final report as a signed annex.

H. Specific Observations – Selection of Personnel, screening and accountability systems

10. A short summary of the meeting between OHCHR and the deploying Unit could be added here. The main observations reported in the OHCHR Annex (report) could be copied & pasted here as well or as a summary. The same applies for the recommendations given by OHCHR, that are also found in the OHCHR Annex. In any case, the full comprehensive OHCHR report should be attached to the final report as a signed annex.

I. Specific Observations - Internal accountability systems

11. Internal accountability systems in place that will be used by the contingent when deployed to meet the requirements of UN policies, procedures and regulations. Commitment by the T/PCC to embed national investigation officers in their contingent.

J. Specific Observations - Major Equipment

12. Summarize key major equipment directly affecting the mission's operational requirements and deployment timings. Detailed records of issues arising with specific units and their resolution should be tabulated in an annex. Completed sheets, including photographs, on the detailed characteristics for major equipment items (see Annex C to this policy) should be compiled into an annex.

K. Specific Observations - Self-sustainment and Self-sufficiency

13. Summarize key issues unresolved regarding specific categories of self-sustainment and aspects of self-sufficiency. Detailed records of issues arising with specific units and their resolution should be tabulated in an annex. The issues should include the detailed arrangements for water purification including plant specifications, trained operators, supply of consumables and emergency storage capacities. Completed sheets on relevant equipment characteristics, including photographs, (using Annex C to this policy) should be compiled into an annex.

L. Specific Observations - Draft MOU

14. Summarize key proposed changes to the draft MOU to be discussed in New York after PDV. Detailed records of issues arising and their resolution should be tabulated in an annex. The issues should include funding, particularly where the contributing country is seeking bilateral assistance. The annex should tabulate also the details of any special case and include any

application forms completed by the contributing country in accordance with the COE Manual, Chapter 5.

M. Specific Observations – Separate Issues/Specific type of Unit's Technical Details

15. Summarize key issues related to technical details of military/police units that will impact its operational capabilities. Detail of the assessment will be provided by the subject matter specialist in the annexes to the report (e.g. Engineering, Aviation, Aviation Safety, UAS, ICT). Note any requests made by the contributing country for senior representation in the Force/Sector HQ/Police HQ together with the visit team's advice.

N. Conclusions

16. Explain if the (name of contributing country) is able / not able / with the critical exceptions to provide the required contingents to (name of mission) and highlight key of deficiencies in:

a. Personnel
b. Training
c. Accountability systems
d. Major and self-sustainment capabilities
e. Deployment readiness
f. Caveats / limitations posed by the TCC

O. Recommendations

17. Provide recommendations on joint options by UNHQ, (name of contributing country) and (name of mission) developed to resolve key deficiencies in

a. Personnel
b. Training
c. Major and self-sustainment capabilities
d. Deployment readiness

Signature **Signature**
Name of Team Leader **OMA MILAD/ POLAD**
Date **Date**

Annexure

A. Terms of Reference
B. Major Equipment Detailed Characteristics and Issues for Specific Units
C. Self-sustainment and Self-sufficiency Issues for Specific Units
D. Draft MOU Changes
E. Training
F. Conduct and Discipline
G. Human Rights
G. Special Case Items/Issues

Appendices:

1. List any appendices if any.

Distribution

The report should be distributed to all areas represented in the visit and participating in MOU negotiations. In particular, a copy of the report shall be formally passed to the contributing country. Distribution to the mission should be to all areas directly affecting preparations, including military, police and logistics operations staff, UNMAS office, CISS and COE Unit.

United Nations Nations Unies

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Annex G to SOP on PDV

FAX

Date: XX September **XXXX** **Reference:** DPO-2022-XXXX

TO:	Lt Gen XXXXXX, Force Commander, MINUSMA, Mali	**FROM:**	Gen Birame Diop Military Adviser Department of Peace Operations Office of Military Affairs
ATTN:	FCOS		
INFO:	DMS, DCOS Ops & Chief U5		

SUBJECT: MINUSMA: Request for funding of XXXXXXX (XXX-20/21-687) Unit Pre-deployment Visit

Total number of transmitted pages including this page: **2**

1. A team from UNHQ and MINUSMA will undertake Pre-deployment Visit (PDV) to (***insert name of T/PCC***). The visit is to verify and confirm the (***insert name of the unit***) readiness for deployment to MINUSMA. The team members will arrive in (***insert name of T/PCC***) on **XX** September and conduct PDV on **XX** - **XX** September **XXXX**. The PDV team members will depart (***insert name of T/PCC***) for their various destinations on **XX** October **XXXX**.

2. The PDV team composition and participation is as indicated in the table below.

Ser	**Units/Services Rep**	**Participation**	**Funding by**	**Remarks**
a.	OMA/FGS	In-Person	xxxx	Team Leader
b.	DOS/ATS	In-Person	xxxx	Team Member
c.	DOS/Aviation Safety	In-Person	xxxx	Team Member
d.	DOS/MCS	In-Person	xxxx	Team Member
e.	MINUSMA MSD/Aviation	In- Person	MINUSMA	Team Member
f.	MINUSMA MSD/UCSD	In-Person	MINUSMA	Team Member
g.	MINUSMA FHQ	In-Person	MINUSMA	Team Member
h.	CDS	Remote	No funding required	Team Member

i.	ITS	Remote	No funding required	Team Member

3. In view thereof, you are kindly requested to fund the seven (07) team members (**serial a to g**) physically participating in the PDV from Mission budget and provide the necessary budgetary code to DPO/OMA/FGS for preparation purposes. Or respective sections are kindly requested to fund their participants for the inspections. The budget codes are required for planning purposes.

4. Grateful if response is received **by Friday XX September XXXX**, please.

Best regards,

Gen Birame Diop

Drafted by: Lt Col xxxxxxx, FGS, OMA, DPO	**Authorized By:** Col Mohammad Kaiser Chowdhury, Chief Force Generation Service, OMA, DPO

Annex H to SOP on PDV

TO: **Gen Birame Diop, Military Adviser,**
Department of Peace Operations, Office of Military Affairs

THROUGH: **Brig Gen Mohammad Nazmul Haque, Chief of Staff,**
Department of Peace Operations, Office of Military Affairs

FROM: **Col Mohammad Kaiser Chowdhury, Chief Force Generation Service,**
Department of Peace Operations, Office of Military Affairs

INFO: **Maj Gen Maureen Patricia O'Brien, Deputy Military Adviser,**
Department of Peace Operations, Office of Military Affairs

DATE:	**XX/10/XX**	**For signature X**	**For approval ☐**	**For action ☐**	**For information ☐**
DRAFTER:	**Lt Col xxxxxx**				**Ext: 3-XXXX**
SUBJECT:	**MINUSMA: Request for funding of XXXXXXX (XXX-20/21-687) Unit Pre-deployment Visit**				
REMARKS:	1. The fax conveys OMA's request to MINUSMA FHQ for funding of (***insert name of the unit***) in-person PDV (**Flag A**). 2. DPO/OMA submitted an invitation to Permanent Mission (PM) of (***insert name of T/PCC***) for deployment of (***insert name of the unit***) (**Flag B**) in the PCRS to MINUSMA. The PM of (***insert name of T/PCC***) accepted the invitation for deployment and conducted recce visit to MINUSMA. We have engaged the T/PCC for conduct of PDV. (***Insert name of T/PCC***) concurrence on PDV dates is attached as **Flag C**. 3. If approved, kindly sign the attached fax (**Flag A)** please.				

CLEARANCE
(please indicate name or initials)

DPO				**DPPA**	
OUSG		**OMA**		OUSG	☐
Front Office	☐	Front Office	☐	DPR	☐
GU	☐	AT	☐	DECOL	☐
IAPU	☐	CMOS	☐	EAD	☐
OPSP	☐	FGS, KC	**X**	PMD	☐
OROLSI		MPS	☐	SCAD	☐
Front Office	☐	PDT	☐	**PBSO**	
DDRS	☐	**DPET**		Front Office	☐
JCS	☐	Front Office	☐	PBF	☐
MAS	☐	ITS	☐	PCSB	☐
PD	☐	PBPS	☐	PSPB	☐
SSRU	☐			**OTHER:**	☐

ODCSS							
Front Office ☐	EO ☐	FPS ☐	IMU ☐	LSS ☐	SCS ☐	UNOCC ☐	

OASG AFRICA	**OASG MEAP**	**OASG ECAA**

Front Office	☐	Front Office	☐	Front Office	☐
CSAD	☐	APD	☐	AD	☐
EAD	☐	MED	☐	ECAD	☐
NAD	☐				
WAD	☐				

GUIDANCE MATERIALS: Please list any guidance materials (policies, SOPs, guidelines, manuals etc.) or knowledge products (lessons learned studies, After Action Reviews, practice notes etc.) that were consulted during the drafting of this document:

Supporting Documents:

Flag A: DPO-2022-XXXX_Fax to MINUSMA FC_FOR SIGNATURE
Flag B: DPO-2022-XXXX_Invitation NV to PM of (insert name of T/PCC) for Deployment_FOR REFERENCE
Flag C: DPO-2022_XXXX_PM of (insert name of T/PCC) Concurrence for PDV_ FOR REFERENCE

DETAILED RESPONSIBILITIES

1. The list of detailed responsibilities is not exhaustive. All team members should be prepared to undertake additional tasks as required and provide assistance to other team members in the performance of their duties.

2. **Force Generation and/or Selection and Recruitment Service**

   2.1. Carry out all leadership and coordination tasks of the PDV team including coordination of PDV dates and participation of DOS, mission and other stakeholders as required.

   2.2. Negotiate with national authorities to ensure the PDV team can achieve its tasks as given in the terms of reference.

   2.3. Brief on UN policies and procedures (e.g. Command and Control, Code of Conduct, SEA, Human Rights Screening Policy, Human Rights Due Diligence Policy, AOC/FPAT requirements, etc.)

   2.4. Brief on UN Gender Parity.

   2.5. Assess the language proficiency of unit commanders and any designated specialist personnel.

   2.6. Verify and confirm the ammunition against the scales and shelf-life requirements.

   2.7. Obtain detailed information on personnel nominated to be deployed, including a list of names, and awareness by the TCC/PCC of any allegations of violations of international human rights law, humanitarian law against nominated personnel and in the context of the HR-screening policy.

   2.8. Advise and ensure that certification for unit is provided 6 weeks prior deployment of the unit.

   2.9. Clarify the exact nature, structure, composition, and equipment of the contributions in relation with the draft MOU as previously negotiated.

   2.10. Compare the contributions with mission operational requirements, arranging adjustments as necessary.

   2.11. Assess the operational capability and deployment readiness of each unit in terms of personnel. Aspects to consider include technical capacities, experience, and language proficiency.

   2.12. Draft and coordinate the summary report and share with visit participants.

   2.13. Coordinate, compile and submit the visit report for use in the finalization of the MOU and mission preparations.

3. **Military Performance Evaluation Team**

   3.1 MPET will support TCC's preparation for the set-up of the exercise and prepare the workbook/checklist with selected functions and UN Military units' tasks as per performance standards.

   Preparation of the MSV.

   3.2 Provide the concept of MSV to the TCC during the initial coordination meeting.

3.3 MPET will support TCC in determining the detailed flow and program of the Military Skill Validation.

3.4 Provide MS guidance document and workbook/checklist of the MSV to the TCC and request the TCC to submit field training exercise documents such as (exercise scenario, simulated higher HQ operational order, injects (MEL/MIL), etc.

3.5 Once, received exercise documents from the TCC, MPET will provide necessary feedback and recommendations to the TCC for enabling the exercise for validating certain functions and tasks.

3.6 Prepare name lists of the individuals to participate in individual skills validations. Participants will be randomly selected by MPET and will be tested in firing by day and night, navigation, and buddy first aid.

During the conduct of MSV:

3.7 Update the plan and coordinate the MSV activities with the TCC exercise control team.

3.8 Ensure adherence to evaluation standards and criteria.

3.9 Conduct practical assessments of individual skills, such as firing a weapon, conducting patrols, providing first aid, using navigation tools, and other relevant tasks.

3.10 Validate, evaluate and document military unit's performance against established standards.

3.11 Collect any additional data or evidence required for validation purposes.

3.12 Ensure the availability of resources and facilities required with the TCC for conducting validation.

3.13 Closely coordinate with exercise control team for developing realistic scenarios that reflect the standard functions and tasks performed by the unit in a peacekeeping mission.

3.14 Incorporate challenges and complexities relevant to the specific mission context.

3.15 Coordinate with the exercise control team to ensure scenarios align with the assessment objectives.

3.16 Provide constructive feedback and guidance to unit during and after the validation.

3.17 Document observations and validation results.

After MSV:

3.19 Conduct debriefing sessions to provide feedback on their performance and the operational readiness of the unit.

3.20 Prepare comprehensive validation reports that include findings, recommendations, and areas for improvement.

3.21 MPET provide specific training recommendations to the FGS team leader in a written report. The FGS team leader determines what observations will be shared with the TCC.

3.22 MPET shall be prepared to brief the OMA/Mission Management Working Group and the OMA MILAD. When directed, be prepared to brief the USG/DPO on the result of the military skills validation.

4. **Logistics operations and/or mission support**

   4.1. Brief national officials and key contingent personnel on mission specific arrangements for:
   - Water, food, fuel supply, wastewater, and waste management.
   - All categories of self-sustainment.
   - National re-supply of responsibilities.
   - Requirements for the deployment of COE and contingent personnel.
   - Information technology, communications and GIS solutions support and services in the field. UN provisioned support and national responsibilities.

   4.2. Assess the logistic requirements and timescales for deployment from national departure points to the mission area.

   4.3. Expedite preparations for the strategic movements of contingents including review of load lists, arrangements for dangerous goods and requirements for Letter of Assist.

   4.4. Advise on arrangements for internal movements in the contributing country and in the mission area.

   4.5. Identify any shortcomings in logistics arrangements and resolve in conjunction with the contributing country and mission.

5. **Uniformed Capabilities Support Division and/or COE representatives from the field mission**

   5.1. Brief national officials and key contingent personnel on reimbursement for personnel costs, deployment, rotation and COE methodology for major equipment and self-sustainment, including verification in the field.

   5.2. Review major equipment and self-sustainment equipment in accordance with the COE Manual and the draft MOU.

   5.3. Verify and assess deviations and equipment presented in lieu of another, against the draft MOU and proposed changes.

   5.4. Answer any inquiries from the contributing country and provide clarification on funding and reimbursement issues.

   5.5. Brief national officials and key contingent personnel on mission specific arrangements for:
   - COE methodology, including verification and timings.
   - All categories of self-sustainment.

6. **Enabling Capability Specialists (when applicable)**

   6.1. Assess the operational capability and deployment timelines of each unit in terms of personnel, in particular organization and skills specializations.

   6.2. Assess the operational capability and deployment timelines of each unit in terms of major equipment, including associated minor equipment and consumables.

   6.3. Assess the operational capability and deployment timelines of each unit in terms of self-sustainment, including national re-supply arrangements, and self-sufficiency, in particular water treatment.

6.4. Provide sound technical advice to all other team members on the suitability of major equipment and self-sustainment items for operational and logistic requirements and the actual environment and circumstances in which the contingent will operate.

6.5. Provide technical advice on overall deployment arrangements, including the provision of completed load list, dangerous goods list and passenger manifests.

7. **Integrated Training Service**

7.1. Brief national officials and contingent key personnel on the mission specific pre-deployment /in mission training required (in addition to core pre-deployment training that is common to all missions) including mandatory training materials and other support offered by the Integrated Training Service.

7.2. Conduct an assessment of UN peacekeeping training undertaken in the last two years by units and staff designated for deployment through documents check and interaction.

7.3. Assess the operational capability and readiness for deployment of each unit in terms of training.

7.4. Observe and report on training by the contingent in preparation for deployment, the standard and suitability of training, and identify training deficiencies.

7.5. Assess which pre-deployment training has been undertaken for commanders, staff and units, and which additional pre-deployment training is necessary to fulfil T/PCC obligations under General Assembly Resolution 49/37 (1995) as well as mission specific requirements.

8. **Medical Services and Support**

8.1. Assess the deployment readiness and operational capability of medical units/ contingents, including medical personnel structure, professional competency and language capability, major medical equipment, medical drugs, pharmaceuticals and consumables, other self-sustainment categories and capabilities.

8.2. Assess pre-deployment medical-related training (refer to UN Medical Support Manual). If flexible, pre-hospital trauma life support drill and mass casualty drill by Level 2 and above medical contingent can be conducted and assessed.

8.3. Where applicable, assess the professional qualification of medical personnel and brief the TCC on the relevant technical clearance procedures and timelines.

8.4. Assess the adequacy of the pre-deployment medical screening process and review health protection measures to be adopted by the contingent, including its immunization schedule and pre-deployment examinations.

8.5. Conduct spot assessment and validation of practical first aid skills of individuals in formed units and individual military/police officers and experts through random selection.

8.6. Assess provisions to take care of the physical and mental well-being of contingent members during deployment.

9. **Mine Action (when applicable)**

4.1. Assess the operational capability and deployment timelines of each de-mining unit in terms of International Mine Action Standards (IMAS).

4.2. Recommend additional equipment and training required for compliance with IMAS. Determine the suitability of specialist COE for the terrain and nature of the mine and UXO threat.

10. **Movement Control**

10.1. Brief national officials and contingent key personnel on deployment / shipment preparations, policies, and requirements (load lists / dangerous cargo load lists).

10.2. Recommend support to be provided prior the actual deployment / shipment of personnel / equipment.

11. **Conduct and Discipline Service**

11.1. Assess the conduct and discipline matters, including SEA matters' capacities of the deploying Unit (could be via a remote 1-hour meeting) to refresh and test the knowledge of the deploying Unit in these matters.

11.2. Advice the Unit during the remote meeting concerning its deployment related to conduct and discipline matters, as well SEA matters.

12. **OHCHR**

12.1. Assess the measures put in place by the TCCs authorities to ensure compliance with the United Nations Policy on Human Rights Screening of United Nations Personnel.

12.2. Assess the capacity within the contingent for cooperation with the United Nations on respect for international humanitarian and human rights law.

12.3. Assess the quality of training provided or to be provided on international human rights and humanitarian law.

APPENDICES TO ANNEX C

PRE-DEPLOYMENT VISIT CHECKLIST – UNMANNED AIRCRAFT SYSTEM (UAS)

CLASS I (MICRO AND MINI) UAS OPERATIONAL REQUIREMENTS

A	OPERATIONAL CONTROL	YES	NO
1	Unit/military structure, defining responsibilities of key roles		
2	Operation's center structure		
3	Air tasking		
4	Crew scheduling		
5	Operations planning and operational control		
6	ISR acquisition planning		
7	ISR exploitation planning		
8	Flight planning, submission of operation flight plan		
9	Crew briefing		
10	After mission reporting		
11	Post mission ISR analysis		
12	Post mission ISR product dissemination		
13	Ground handling, aircraft servicing and support equipment		
14	Security of aircraft		
15	Flight tracking (appropriate for military operations)		
16	Sufficient facilities, resources, and workspaces to undertake operations		
17	Training and recurrent training program for aircrew (including normal and non-normal operations), ground crew and operational support staff		
18	Level of interoperability and employment with maneuver units, if applicable		
19	Drug & alcohol program		
20	Document & record management system		
B	**SAFETY**	**YES**	**NO**
1	Safety Management System (SMS)		
C	**QUALITY**	**YES**	**NO**
1	Quality Management System (QMS)		

TECHNICAL REQUIREMENTS

A	DOCUMENTATION	YES	NO
1	Cert. of Registration or equivalent N° and validity / /		
2	Cert. of Airworthiness N° and validity / /		
3	Cert. of Insurance N° and validity / /		
4	UAS Flight Manual (hard copy)		
5	Unit's Operations Manual / Unit's UAS Operations Manual		
6	Policy on employment of UAS in Unit's Tactics, Techniques and Procedures (TTPs), if applicable		
7	Policy on C-UAS Operation (if any)		

8	UA Operating Checklist (hard copy)		
9	Safety Risk Management Policy (if any)		
10	Maps, charts, instrument approach charts (valid date and renewals) (hard copy)		
11	DPO/DOS Aviation Manual (Current Edition)/ UNMUM Aviation Manual (Current Edition)		
B	**GROUND CONTROL STATION, C3 AND ONBOARD EQUIPMENT**	**YES**	**NO**
1	General condition (checklist with a qualified remote pilot including walk around)		
2	Autonomous Navigation Systems (including loss of datalink, GPS, autopilot software error and GCS failure procedures)		
3	Dual UA and payload control		
4	Transponder 3/A and C		
5	ADS-B Transponder (IN and OUT)		
6	Radios (VHF-AM / HF / VHF-FM/UHF) & SATCOM		
7	Direction Finder (DF)		
8	Radio altimeter		
9	Weather Radar		
10	GPS (Aviation models with valid data base) check database update procedure and Satellite tracking		
11	GPWS or TAWS (ask for system test)		
12	Mode 3/A and C, and (ii) Mode S and equipped with TCAS II/ACAS version 7.0 and/or alternative equivalent air traffic collision avoidance solution (ask for system test)		
13	RNAV / RVSM / MNPS / 8.33 KHz (where applicable, check certification)		
14	FMV Sensors		
15	Satellite Phones		
16	Portable Remote Viewing Terminals		
17	Portable GCS		
18	Laser Range Finder		
	FLIGHT CREW/ FLIGHT DATA	**YES**	**NO**
19	Flight preparation (Ops Flight Plan)/performance calculation		
20	Weight & Balance Sheet (Check procedures)		
21	Military/Civilian License/English language/medical certificate/crew qualifications (including extra crew, external pilot (if applicable), sensor operator, RPA observer etc)		

	TECHNICAL LOGBOOK	**YES**	**NO**
22	UA logbook & Maintenance release cert. (check power plant/airframe hours available)		
23	Defect notification & rectification procedure		
24	Pre-flight inspection (test with a qualified technician)		
C	**UA AND PAYLOAD CONDITIONS**	**YES**	**NO**
1	General condition (corrosion, cleanliness, dents, etc.)		
	Fuselage		
2	Wings, flight controls surfaces and booms (Based on UA configuration)		
3	Wheels, tires & brakes /skids (Based on UA configuration)		
4	Undercarriage & wheel well (Based on UA configuration)		
5	Power plant and pylon (Based on UA configuration)		
6	Inlet, fan blades / propellers / main rotors and tail rotor (Based on UA configuration)		
7	Obvious repairs		
8	Obvious un-repaired damages		
9	Leakages		
10	Aircraft exterior lights, navigation, and strobe lights		
11	Sensor suite, servos		
12	Battery compartment/components/back up battery etc		
13	Communication components		
14	Autopilot compartment		
15	Fuel tank		
16	UHF and GPS antennas		
17	Engine compartment		
18	Payload(s); Gimbal, lens, turret, stabilizers/shock absorbers, cage and stow positions, observation FLIR/CCD cameras and laser pointer etc (as applicable)		
	PAYLOAD OPTIONS/CHARACTERISTICS	**YES**	**NO**
18	EO/IR Sensor		
19	RADAR; Synthetic Aperture Radar (SAR)/ Ground Moving Target Indication (GMTI) Sensor		
20	SIGINT/DF/COMINT Sensor		
21	LIDAR Sensor		
22	FLIR (if applicable)		
23	Interchangeable Payload and components		
24	Dual/multiple payload		
25	Remote Viewing Terminals (RVT)		
	LAUNCH AND RECOVERY SYSTEM CONDITION	**YES**	**NO**
26	Landing Gear / Strut / Skid		
27	Hand launch/Bungee/Catapult/Pneumatic launcher/VTOL		
28	Arresting gear/parachute recovery/VTOL		

	GROUND SUPPORT EQUIPMENT	YES	NO
29	Ground Data Terminal / Data link station		
30	Portable ground data station		
31	BVLOS SATCOM Data Link Station (When applicable)		
32	UAS Power Units		
D	**DOS SPECIFIC**	**YES**	**NO**
1	The aircraft is to be painted and marked as per United Nations standards. The paint and markings are to be professionally and uniformly applied, without streaking, bleed-through, chipping and over-sprays. The paint and aircraft should represent the United Nations professionally.		
2	Global satellite tracking system		
3	Portable Satellite communications (INMARSAT/Thuraya/Iridium or equivalent)		

OPERATIONAL REQUIREMENTS

A	DPO/DOS CREW REQUIREMENTS (CLASS II UAS ONLY)	YES	NO
1	Remote External Pilot (EP) Total FH: 40 PIC hours: 40 PIC hours on type: 40		
2	Remote Internal Pilot (IP) Total F/H: 425 PIC hours: 75 PIC hours on type: 75		
3	Remote Station Commander (SC) Total FH: 600 PIC hours: 150 PIC hours on type: 150		
4	Flight Currency DAY/NIGHT/NVG/IFR: 45 Days		
5	Sensor operator(s) (could be combined with remote internal pilot task) - qualified on all sensor types (if applicable)		
6	Analyst(s) - qualified on all sensor types		
B	**UNIT OPERATIONAL TASKS**	**YES**	**NO**
1	Area Surveillance and Reconnaissance		
2	Observer/Monitor tasks (Test equipment including cameras or/and sensors)		
3	Security Operations		
4	Fire Support / Deterrence (show of force) tasks		
5	Combat Search and Rescue (CSAR) capability		
6	Search and Rescue (SAR)		
7	Command, Control and Communications (C3) Platform		
8	Communications support: voice and date comms retransmission		
9	Communications across multiple channels and bands		
10	Movement support: convoy security, mine/IED detection		

11	Radio Relay (Check equipment)		
12	Imagery exploitation - phase 1 dissemination immediate		
13	Imagery exploitation - phase 2/3		
14	Signal Intelligence (SIGINT) exploitation - phase 1 dissemination immediate		
15	SIGINT exploitation - phase 2/3 detailed network analysis and gist of content		
16	Multi-INT – phase 4/fused analysis		
17	C-UAS capability		
C	**AIRCRAFT/CREW TACTICAL CAPABILITIES**	**YES**	**NO**
1	Desired operating range of 150km (limited by type on a case-by-case basis)		
2	Ops in hostile environment / forward area without flight handling services		
3	Low altitude / tropical climates and dusty environment operations		
4	Adverse weather / All-weather operations		
5	Take-off and landing requirements (area dimensions and obstacle clearance), helo deck, catapult launch and net recovery		
6	Deployability; Stationary (Fixed), mobile, maritime		
7	Operate in controlled and uncontrolled/unsegregated airspace in VMC		
8	Multi-mission operations capable		
9	Tactical / mobile operations capable		
10	VLOS / BVLOS / SATCOM Data Link (When applicable)		
11	Autonomous or automatic flight modes		
12	Automatic Landing / Short field landing etc		
13	External pilot dependent		
14	Multiple payload configuration/support		
15	Capable of operating 2 active simultaneous tasking lines from same GCS		
D	**EQUIPMENT/OPERATIONAL CAPABILITIES**	**YES**	**NO**
1	Electro-Optical Infrared (EO/IR) Full Motion Video (FMV) Imagery		
2	RADAR; Synthetic Aperture Radar (SAR)/ Ground Moving Target Indication (GMTI) Imagery		
3	SIGINT/DF/COMINT		

4	LIDAR Imagery		
5	FLIR Imagery (If applicable)		
6	Day/night imagery operations		
7	Autonomous waypoint navigation		
8	Emergency recovery and redundant control capability		
9	Low noise signature		
10	Mobile launch capability		
11	Interchangeable payloads and components		
12	Intelligence Data Processing and Distribution Capability		
13	Secured datalink and transmission		
14	Maximum readiness of 45 min take off when not pre tasked		
15	Operational in tropical climates and dust		
16	Unit available 24/7 (including maintenance personnel)		
17	Unit minimum availability		
18	Maintenance capabilities		

MAINTENANCE REQUIREMENTS

A	**AVAILABILITY RATES**	**YES**	**NO**
1	Individual UA availability shall be at least 23 days per month (21 days in February)		
2	Minimum UA availability as per operational requirements		
B	**MAINTENANCE CAPABILITIES**	**YES**	**NO**
1	It is an essential requirement for the unit to include a fully independent maintenance component, capable of routinely carrying out all necessary scheduled maintenance and defect rectification. This component should include all required equipment, tools, maintenance manuals and specialist documentation for the following activities: i. Electrical Power System Maintenance ii. Communication System Maintenance iii. Flight Control System Maintenance iv. Avionics System Maintenance v. Payload System Maintenance vi. Propulsion System Maintenance vii. Ground Equipment Maintenance viii. Maintenance Records ix. Spare Parts Storage; and x. Battery Charging and POL storage		
C	**TECHNICAL RECORDS**	**YES**	**NO**
1	Aircraft technical logbook entries and management.		
2	Records are kept for all maintenance activities, hours, cycles, calendar time for aircraft, engines, and life-limited components, and the release to service, including who has certified or performed the maintenance.		
3	Management of line and base maintenance, and unscheduled maintenance records (work packages etc.).		

4	A process for record-keeping of the implementation of airworthiness directives and equivalent continuing airworthiness information.		
5	Technical library containing all relevant technical data, manufacturer publications etc. for the aircraft and components that is maintained as current and approved.		

PRE-DEPLOYMENT VISIT CHECKLIST – UNMANNED AIRCRAFT SYSTEM (UAS)

CLASS III (MALE AND HALE) UAS OPERATIONAL REQUIREMENTS

A	OPERATIONAL CONTROL	YES	NO
1	Unit/military structure, defining responsibilities of key roles		
2	Operation's center structure		
3	Air tasking		
4	Crew scheduling		
5	Operations planning and operational control		
6	ISR acquisition planning		
7	ISR exploitation planning		
8	Flight planning, submission of operation flight plan		
9	Crew briefing		
10	Authority of the PIC		
11	After mission reporting		
12	Post mission ISR analysis		
13	Post mission ISR product dissemination		
14	Ground handling, aircraft servicing and support equipment		
15	Security of aircraft		
16	Flight tracking (appropriate for military operations)		
17	Sufficient facilities, resources, and workspaces to undertake operations		
18	Training and recurrent training program for aircrew (including normal and non-normal operations), ground crew and operational support staff		
19	Level of interoperability and employment with maneuver units, if applicable		
20	Drug & alcohol program		
21	Document & record management system		
B	**SAFETY**	**YES**	**NO**
1	Safety Management System (SMS)		
C	**QUALITY**	**YES**	**NO**
1	Quality Management System (QMS)		

TECHNICAL REQUIREMENTS

A	DOCUMENTATION	YES	NO
1	Cert. of Registration or equivalent N° and validity / /		
2	Cert. of Airworthiness N° and validity / /		
3	Cert. of Insurance N° and validity / /		
4	UAS Flight Manual (hard copy)		
5	Unit's Operations Manual / Unit's UAS Operations Manual		
6	Policy on employment of UAS		
7	Policy on C-UAS Operation (if any)		

8	UA Operating Checklist (hard copy)		
9	Safety Risk Management Policy (if any)		
10	Maps, charts, instrument approach charts (valid date and renewals) (hard copy)		
11	DPO/DOS Aviation Manual (Current Edition)/ UNMUM Aviation Manual (Current Edition)		
B	**GROUND CONTROL STATION, C3 AND ONBOARD EQUIPMENT**	**YES**	**NO**
1	General condition (checklist with a qualified remote pilot including walk around)		
2	Autonomous Navigation Systems (including loss of datalink, GPS, autopilot software error and GCS failure procedures)		
3	Dual UA and payload control		
4	Transponder 3/A and C		
5	ADS-B Transponder (IN and OUT)		
6	Radios (VHF-AM / HF / VHF-FM/UHF) & SATCOM		
7	Direction Finder (DF)		
8	Radio altimeter		
9	Weather Radar		
10	GPS (Aviation models with valid data base) check database update procedure and Satellite tracking		
11	GPWS or TAWS (ask for system test)		
12	Mode 3/A and C, and (ii) Mode S and equipped with TCAS II/ACAS version 7.0 and/or alternative equivalent air traffic collision avoidance solution (ask for system test)		
13	RNAV / RVSM / MNPS / 8.33 KHz (where applicable, check certification)		
14	FMV Sensors		
15	Satellite Phones		
16	Portable Remote Viewing Terminals		
17	Portable GCS		
18	Laser pointer / illuminator		
19	Laser Range Finder		
	FLIGHT CREW/ FLIGHT DATA	**YES**	**NO**
20	Flight preparation (Ops Flight Plan)/performance calculation		
21	Weight & Balance Sheet (Check procedures)		
22	Military/Civilian License/English language/medical certificate/crew qualifications (including extra crew, external pilot (if applicable), sensor operator, RPA observer etc)		

	TECHNICAL LOGBOOK	YES	NO
23	UA logbook & Maintenance release cert. (check power plant/airframe hours available)		
24	Defect notification & rectification procedure		
25	Pre-flight inspection (test with a qualified technician)		
C	**UA AND PAYLOAD CONDITIONS**	**YES**	**NO**
1	General condition (corrosion, cleanliness, dents, etc.)		
	Fuselage		
2	Wings, flight controls surfaces and booms (Based on UA configuration)		
3	Wheels, tires & brakes		
4	Undercarriage & wheel well		
5	Power plant and pylon		
6	Inlet, fan blades / Propellers		
7	Obvious repairs		
8	Obvious un-repaired damages		
9	Leakages		
10	Aircraft exterior lights; anti-collision, position, landing, navigation and strobe lights etc		
11	Sensor suite, servos		
12	Battery compartment/components/back up battery etc		
13	Communication components		
14	Autopilot compartment		
15	Fuel tank		
16	UHF and GPS antennas		
17	Engine compartment		
18	Payload(s); Gimbal, lens, turret, stabilizers/shock absorbers, cage and stow positions, observation FLIR/CCD cameras and laser pointer etc (as applicable)		
	PAYLOAD OPTIONS/CHARACTERISTICS	**YES**	**NO**
19	EO/IR Sensor		
20	RADAR; Synthetic Aperture Radar (SAR)/ Ground Moving Target Indication (GMTI) Sensor		
21	SIGINT/DF/COMINT Sensor		
22	LIDAR Sensor		
23	FLIR (if applicable)		
24	Interchangeable Payload and components		
25	Dual/multiple payload		
26	Remote Viewing Terminals (RVT)		
	GROUND SUPPORT EQUIPMENT	**YES**	**NO**
27	Ground Data Terminal / Data link station		
28	Portable Ground Control Station		
29	BVLOS SATCOM Data Link Station (When applicable)		
30	UAS Power Units		
D	**DOS SPECIFIC**	**YES**	**NO**

1	The aircraft is to be painted and marked as per United Nations standards. The paint and markings are to be professionally and uniformly applied, without streaking, bleed-through, chipping and over-sprays. The paint and aircraft should represent the United Nations professionally.		
2	Global satellite tracking system		
3	Portable Satellite communications (INMARSAT/Thuraya/Iridium or equivalent)		

OPERATIONAL REQUIREMENTS

A	**DPO/DOS CREW REQUIREMENTS**	**YES**	**NO**
1	Remote External Pilot (EP) Total FH: 40 PIC hours: 40 PIC hours on type: 40		
2	Remote Internal Pilot (IP) Total F/H: 425 PIC hours: 75 PIC hours on type: 75		
3	Remote Station Commander (SC) Total FH: 600 PIC hours: 150 PIC hours on type: 150		
4	Flight Currency DAY/NIGHT/NVG/IFR: 45 Days		
5	Sensor operator(s) (could be combined with remote internal pilot task) - qualified on all sensor types (if applicable)		
6	Analyst(s) - qualified on all sensor types		
B	**UNIT OPERATIONAL TASKS**	**YES**	**NO**
1	Persistence Surveillance and Reconnaissance		
2	Identify adversary force dispositions and monitoring of adversary activity		
3	Observer/Monitor tasks (Test equipment including cameras or/and sensors)		
4	Security Operations		
5	Fire Support / Deterrence (show of force) tasks		
6	Support to force protection		
7	Combat Search and Rescue (CSAR) capability		
8	Search and Rescue (SAR)		
9	Command, Control and Communications (C3) Platform		
10	Communications support: voice and date comms retransmission		
11	Communications across multiple channels and bands		
12	Movement support: convoy security, mine/IED detection		
13	Radio Relay (Check equipment)		
14	Imagery exploitation - phase 1 dissemination immediate		
15	Imagery exploitation - phase 2/3		

16	Signal Intelligence (SIGINT) exploitation - phase 1 dissemination immediate		
17	SIGINT exploitation - phase 2/3 detailed network analysis and gist of content		
18	Multi-INT – phase 4/fused analysis		
19	C-UAS capability		
C	**AIRCRAFT/CREW TACTICAL CAPABILITIES**	**YES**	**NO**
1	Desired minimum operating LOS range of 250km (limited by type on a case-by-case basis)		
2	Ops in hostile environment / forward area without flight handling services		
3	Low altitude / tropical climates and dusty environment operations		
4	Day and night capable based on IFR		
5	Adverse weather / All-weather operations		
6	15 hours total mission duration capability		
7	Operate in controlled and uncontrolled/unsegregated airspace in VMC		
8	Multi-mission / diverse mission operations capable		
9	Capable of takeoff and landing on asphalt or cement concrete runway surfaces		
10	Capable of VLOS and BVLOS by satellite data link (When applicable)		
11	Autonomous flight modes		
12	Automatic Takeoff and Landing		
13	External pilot dependent		
14	Multiple payload configuration/support		
15	Capable of operating 2 active simultaneous tasking lines from same GCS		
16	Multiple RVTs		
D	**EQUIPMENT/OPERATIONAL CAPABILITIES**	**YES**	**NO**
1	Electro-Optical Infrared (EO/IR) Full Motion Video (FMV) Imagery		
2	RADAR; Synthetic Aperture Radar (SAR)/ Ground Moving Target Indication (GMTI) Imagery		
3	SIGINT/DF/COMINT		
4	LIDAR Imagery		
5	FLIR Imagery (If applicable)		
6	Day/night imagery operations		
7	Autonomous waypoint navigation		
8	Emergency recovery and redundant control capability		
9	Low noise signature		
10	Mobile launch capability		
11	Interchangeable payloads and components		

12	Intelligence Processing and Distribution capability		
13	Secured datalink and transmission		
14	Maximum readiness of 60 min take-off when not pre tasked		
15	Operational in tropical climates and dust		
16	Unit available 24/7 (including maintenance personnel)		
17	Unit minimum availability		
18	Maintenance capabilities		

MAINTENANCE REQUIREMENTS

A	**AVAILABILITY RATES**	**YES**	**NO**
1	Individual UA availability shall be at least 23 days per month (21 days in February)		
2	Minimum UA availability as per operational requirements		
B	**MAINTENANCE CAPABILITIES**	**YES**	**NO**
1	It is an essential requirement for the unit to include a fully independent maintenance component, capable of routinely carrying out all necessary scheduled maintenance and defect rectification. This component should include all required equipment, tools, maintenance manuals and specialist documentation for the following activities: i. Electrical Power System Maintenance ii. Communication System Maintenance iii. Flight Control System Maintenance iv. Avionics System Maintenance v. Payload System Maintenance vi. Propulsion System Maintenance vii. Ground Equipment Maintenance viii. Maintenance Records ix. Spare Parts Storage; and x. Battery Charging and POL storage		
C	**TECHNICAL RECORDS**	**YES**	**NO**
1	Aircraft technical logbook entries and management.		
2	Records are kept for all maintenance activities, hours, cycles, calendar time for aircraft, engines, and life-limited components, and the release to service, including who has certified or performed the maintenance.		
3	Management of line and base maintenance, and unscheduled maintenance records (work packages etc.).		
4	A process for record-keeping of the implementation of airworthiness directives and equivalent continuing airworthiness information.		
5	Technical library containing all relevant technical data, manufacturer publications etc. for the aircraft and components that is maintained as current and approved.		

PRE-DEPLOYMENT VISIT – FW MANNED AIRBORNE ISR AVIATION CHECKLIST

OPERATIONAL REQUIREMENTS

A	OPERATIONAL CONTROL	YES	NO
1	Unit/military structure, defining responsibilities of key roles		
2	Operation's Centre structure		
4	Air tasking		
5	Crew scheduling		
6	Operations planning and operational control		
7	ISR acquisition planning		
8	ISR exploitation planning		
9	Flight planning, submission of operation flight plan, load control		
10	Crew briefing		
11	Authority of the PIC		
12	After mission reporting		
13	Post mission ISR analysis		
14	Post mission ISR product dissemination		
15	Ground handling, aircraft servicing, loading and support equipment		
16	Passenger and baggage handling		
17	Dangerous goods procedures, training, and awareness		
18	Security of aircraft		
19	Flight tracking (appropriate for military operations), flight following		
20	Sufficient facilities, resources, and workspaces to undertake operations		
21	Training and recurrent training program for aircrew (including normal and non-normal operations), ground crew and operational support staff		
22	Drug & alcohol program		
23	Document & record management system		
B	**SAFETY**	**YES**	**NO**
1	Safety Management System (SMS)		
C	**QUALITY**	**YES**	**NO**
1	Quality Management System (QMS)		

TECHNICAL REQUIREMENTS

A	DOCUMENTATION	YES	NO
1	Authorization to transport civilian passengers (if applicable)		
2	Cert. of Registration or equivalent N° and validity / /		
3	Cert. of Airworthiness N° and validity / /		
4	Cert. of Insurance N° and validity / /		
5	Aircraft Flight Manual (hard copy)		
6	Unit Operations Manual		
7	Aircraft operating Checklist; extended and Quick Reference (hard copy)		

8	Maps, charts, instrument approach charts (valid date and renewals) (hard copy)		
9	Electronic Flight Bag (if applicable) check certification		
10	Minimum Equipment List (MEL) (hard copy)		
11	Configuration Deviation List (CDL) (hard copy)		
12	DPO/DOS Aviation Manual (Current Edition)/ UNMUM Aviation Manual (Current Edition)		
B	**COCKPIT (aircraft must be powered up with GPU ideally)**	**YES**	**NO**
1	General condition (checklist with a qualified pilot including walk around)		
2	Emergency exits		
3	IFR Navigation equipment (ADF/NDB, TACAN/VOR/DME, ILS)		
4	Transponder 3/A and C		
5	Radios (VHF-AM / HF / VHF-FM/UHF), SAT COM & inter-com. system		
6	Direction Finder (DF) with ELT 406 MHz tracking system		
7	Emergency Locator Transmitter (ELT) 406 MHz (check expiration date and accessible and safe location in the aircraft)		
8	Radio altimeter		
9	Weather Radar		
10	GPS (Aviation models with valid data base) check database update procedure and Satellite tracking		
11	CVR (Cockpit Voice Recorder) & FDR (Flight Data Recorder, non-photographic film)		
12	GPWS or TAWS (Terrain Avoidance Warning System) (ask for system test)		
13	TCAS II / ACAS II version 7.1 (Collision Avoidance System) (ask for system test)		
14	RNAV / RVSM / MNPS / 8.33 KHz (where applicable, check certification)		
15	NVG compatible (check cockpit and interior lights)		
	COCKPIT / SAFETY EQUIPMENT	**YES**	**NO**
16	Hand fire extinguishers (check expiration dates)		
17	Life jackets and floatation devices		
18	Harness (check with a crew member)		
19	Oxygen equipment		
20	Flashlight, torches		
21	Aircraft crash axe		
	FLIGHT CREW/ FLIGHT DATA	**YES**	**NO**
22	Flight preparation (Ops Flight Plan)/performance calculation		
23	Weight & Balance Sheet (check procedures)		
24	Military/Civilian License/English language/medical certificate/crew qualifications (including extra crew, Load masters, cabin Flight attendant)		
	COCKPIT /TECHNICAL LOGBOOK	**YES**	**NO**
25	Aircraft, engine(s) and radio apparatus logbooks and Maintenance release cert. (check power plant/airframe hours available)		
26	Defect notification & rectification procedure		
27	Pre-flight inspection (test with a qualified technician)		

C	CABIN SAFETY	YES	NO
1	General internal condition		
2	Cabin crew stations & rest area		
3	First Aid Kit / Emergency Medical Kit		
4	Survival Kit appropriate to the Mission Area		
5	Hand fire extinguishers (check expiration dates)		
6	Life jackets, flotation equipment		
7	Seats (condition) / safety belts (quick release metal to metal couplings)/shoulder straps for crew serviceable		
8	Emergency exits / Flashlight / “No Smoking” signs		
9	Slides/life-rafts, ELT (portable & for the rafts – if applicable)		
10	Oxygen equipment (cabin crew & passengers – if applicable)		
11	Personal breathing equipment, fire gloves and googles (if applicable)		
12	Passengers’ Safety cards / briefing demonstration in English		
13	Cabin crew members procedures		
14	Public address system as per the A/C Manual		
15	Access to emergency exits (not blocked by luggage/cargo/etc)		
16	Toilets		
17	Seat capacity & Medical evacuation configuration		
18	Cargo/luggage loading/of loading procedure and equipment (LM)/including Dangerous Goods (SOP, Manual, crew certification, DG certificates, packing, emergency procedures)		
19	Cabin safety equipment, including cargo nets (certified and last inspection date clearly marked)		
20	Aircraft Interior lights		
D	**AIRCRAFT AND PAYLOAD CONDITIONS (walkaround check list)**	**YES**	**NO**
1	General external condition (corrosion, cleanliness, dents, etc.)		
2	Doors & hatches		
3	Flight controls surfaces		
4	Wheels, tires & brakes		
5	Undercarriage & Wheel well		
6	Power plant and pylon		
7	Inlet, fan blades / Propellers		
8	Obvious repairs		
9	Obvious un-repaired damages		
10	Leakages		
11	General condition of cargo cabin		
12	Aircraft exterior lights (check NVG compatible lights)		
13	Sensor suite		
14	Onboard analysis workstations (software type, condition/age of IT)		
15	Payload(s); Gimbal, lens, turret, stabilizers/shock absorbers, cage and stow positions, observation FLIR/CCD cameras and laser pointer etc (as applicable)		
	PAYLOAD OPTIONS/CHARACTERISTICS	**YES**	**NO**
16	EO/IR Sensor		

17	RADAR; Synthetic Aperture Radar (SAR)/ Ground Moving Target Indication (GMTI) Sensor		
18	SIGINT/DF/COMINT Sensor		
19	LIDAR Sensor		
20	FLIR (if applicable)		
21	Interchangeable Payload and components		
22	Dual/multiple payload		
23	Remote Viewing Terminals (RVT)		
E	**DOS SPECIFIC**	**YES**	**NO**
1	The aircraft is to be painted and marked as per United Nations standards. The paint and markings are to be professionally and uniformly applied, without streaking, bleed-through, chipping and over-sprays. The paint and aircraft should represent the United Nations professionally.		
2	Global satellite tracking system		
3	Portable Satellite communications (INMARSAT/Thuraya/Iridium or equivalent)		

OPERATIONAL REQUIREMENTS

A	**DPO/DOS CREW REQUIREMENTS**	**YES**	**NO**
1	Air Mission Commander (AMC); 1200 hours total		
2	Pilot in Command (PIC); minimum of 600 hours total with a minimum of 300 PIC hours (100 PIC hours on type) and minimum of 80 hours IFR; NVG qualified with minimum FH 50.		
3	Co-pilot (CP); minimum of 200 hours total and 20 hours IFR. NVG qualified with minimum FH 30.		
4	Flight Currency day/Night/NVG/IFR: 45 days		
5	Sensor operator (could be combined with copilot task) - qualified on all sensor types		
6	Airborne analyst(s) - qualified on all sensor types		
B	**UNIT OPERATIONAL TASKS**	**YES**	**NO**
1	Area Surveillance and Reconnaissance		
2	Observer/Monitor tasks (Test equipment including cameras or/and sensors)		
3	Fire Support / Deterrence (show of force) tasks		
4	Combat Search and Rescue (CSAR) capability		
5	Search and Rescue (SAR)		
6	Command, Control and Communications (C3) Platform		
7	Radio Relay (Check equipment)		
8	Imagery exploitation - phase 1 dissemination immediate		
9	Imagery exploitation - phase 2/3 onboard/offboard		
10	SIGINT exploitation - phase 1 dissemination immediate		
11	SIGINT exploitation - phase 2/3 detailed network analysis and gist of content		
12	Multi-INT – phase 4/fused analysis		
C	**AIRCRAFT/CREW TACTICAL CAPABILITIES**	**YES**	**NO**
1	Number of troops with individual equipment		

2	Desired operating range of 250 km from MOB with a minimum loiter time of 4 hours on station (limited by type on a case-by-case basis)		
3	High Altitude Operations		
4	Day/night Visual Flight Rules (VFR)		
5	Day/night Instrument Flying Rules (IFR)		
6	Day/night Operations on HLS certified by the Mission (as per DPO Manual)		
7	Operations day/night on unprepared landing sites (as per DPO Manual)		
8	NVG operations on prepared / unprepared airstrips / unprepared landing sites		
9	Ops in hostile environment / forward area without flight handling services		
10	High altitude / tropical climates and dusty environment operations		
D	**EQUIPMENT/OPERATIONAL CAPABILITIES**	**YES**	**NO**
1	EO/IR FMV sensor		
2	SAR/GMTI sensor		
3	SIGINT/DF/COMINT sensor		
4	LIDAR Sensor		
5	FLIR (If applicable)		
6	Dual/multiple payload (if applicable)		
7	Imagery Distribution		
8	Remote Viewing Terminals (RVT)		
9	Data processing and management		
10	NVG compatible/internal and external lights (test with flight crew)		
11	NVG equipment including calibration kit (if applicable)		
12	Radar/Missile Warning Receivers/counter measures (Chaff &/or Flares)		
13	Maximum readiness of 60 min take-off when not pre tasked		
14	Operation from FARP (Forward Arming and Refueling Point) as per DPO/DOS Manual and UNMUM (Current Edition)		
15	Operational in tropical climates and dust		
16	Unit available 24/7 (including maintenance personnel)		
17	Unit minimum availability		
18	Maintenance capabilities		

MAINTENACE REQUIREMENTS

A	**MAINTENANCE MANAGEMENT**	**YES**	**NO**
1	The unit/military shall have a documented maintenance management system.		
2	Maintenance structure within the unit/military, with authority, responsibilities and accountabilities defined.		
3	There are sufficient personnel to undertake the maintenance functions.		
4	Maintenance personnel are suitably trained and remain competent for their maintenance role and tasks. Training records, attendance, certificated, training material; are retained.		

5	The unit has a document and records control system in place.		
B	**MAINTENANCE PLANNING & CONTROL**	**YES**	**NO**
1	The unit/military has a maintenance control manual or equivalent.		
2	The unit/military has an approved maintenance program that is appropriate for the aircraft type, systems, and the approved operations (EDTO, RVSM, etc) and those defined for the UN mission. There is a process for approval of amendments.		
3	A system for forecasting and tracking maintenance activities, tracking hours, cycles, calendar time for aircraft, engines, and life-limited components.		
4	All maintenance is to be performed with approved work orders in accordance with the aircraft maintenance program and the aircraft maintenance manual, including control of over outsourced maintenance with approved organizations.		
5	There is a system of management of repairs, occurrence reporting, repetitive failures, MEL items and deferred defects.		
6	A process for the completion of maintenance and release to service, that is documented, and records created (certificate of release to service).		
7	Quality control processes, maintenance inspections processes are in place.		
8	Aircraft major modification process.		
9	Structural integrity program and for older aircraft an aging aircraft program.		
10	A process to obtain and assess continuing airworthiness information, and execution of associated instructions through engineering orders (airworthiness directives, service bulletins, service letters, manufacturer advisories, advice from the Type Certificate Holder).		
11	Damage tolerance evaluation procedures.		
12	A process of reporting occurrences to the authorities/manufacturer/Type Certificate Holder etc.		
13	Management of scheduled and unscheduled maintenance.		
14	There are structured work shifts and rostering, considering human factors, rest periods etc.		
15	There are suitably trained personnel for the maintenance control functions.		
C	**TOOLS, PRODUCT, EQUIPMENT & FACILITIES**	**YES**	**NO**
1	A system of inspecting and receiving incoming aeronautical product.		
2	There is a system of stock management and demanding aeronautical product that captures ‘Aircraft on Ground’ (AOG) situations.		
3	Segregation of serviceable aeronautical product and unserviceable items.		
4	Storage of aeronautical product is appropriate, provides protection, and in accordance with manufacturer/supplier’s instructions (e.g., electro-static sensitive devices, glues, sealants, batteries, dangerous goods, and chemicals).		
5	Management of life-limited items.		

6	The unit has a tool control program.		
7	The unit has the approved tools required to perform maintenance, and ground support equipment for operations and maintenance.		
8	Calibration system in place, to ensure calibrated tools, regular testing, serviceable tags, and records of calibration kept etc.		
9	The unit has the appropriate facilities for the maintenance being undertaken.		
10	Safety equipment is present in the maintenance workshops (e.g., fire extinguishers, eye wash, ground static discharge).		
C	**TECHNICAL RECORDS**	**YES**	**NO**
1	Aircraft technical logbook entries and management.		
2	Records are kept for all maintenance activities, hours, cycles, calendar time for aircraft, engines, and life-limited components, and the release to service, including who has certified or performed the maintenance.		
3	Management of line and base maintenance, and unscheduled maintenance records (work packages etc.).		
4	A process for record-keeping of the implementation of airworthiness directives and equivalent continuing airworthiness information.		
5	Technical library containing all relevant technical data, manufacturer publications etc. for the aircraft and components that is maintained as current and approved.		

FW Tactical Air Transport Aviation Unit

PRE-DEPLOYMENT VISIT - AVIATION CHECKLIST/QUESTIONNAIRE

Please provide detailed answers to the following questions in the remarks box

OPERATIONAL REQUIREMENTS

A	OPERATIONAL CONTROL	YES	NO	Remarks
1	Unit/military structure, defining responsibilities of key roles			
2	How is your Unit Air Operations Center structured? Please provide an organizational chart			Require a meeting with the Air Ops chief
3	How is the Crew/flight scheduling done? Can you send us an example? Provide a copy of your scheduling procedures/SOP			Meeting with chief schedulers
4	How do you organize the Operations planning and operational control			Meeting with Chief Ops/Planning (it might be the same person in point 2)
5	How are Flight planning, submission of operation flight plan, load control done? Describe your tasking procedure			
6	Is there a regular Crew briefing before and after each mission? Can you send an example? Provide checklist if available			Meeting with one operational crew, all crew members included
7	Is there an after-mission reporting process? Share an example. Provide a copy of the reporting procedure			
8	How is Ground handling, aircraft servicing, loading and support equipment organized			Meeting with ground crew/maintenance chief
9	Is there a norm for Cargo, Passenger and baggage handling			Meeting with Load master chief
10	What are the existing Dangerous goods procedures, training and awareness?			Meeting with DG specialist chief
11	How is the security of the aircraft done?			
12	Flight tracking (appropriate for military operations), flight following. Provide a copy of the tracking system technical manual			
13	Describe the Training and recurrent training program for aircrew (including, gunners, load masters, as applicable) (including normal and non-normal operations), ground crew and operational support staff			Meeting with training chief
14	Is there a Drug & alcohol program? Can you describe it?			This item could be captured in Aviation Safety
15	How do you maintain a Document & record management system? Applicable to air operations			

16	Are the Documents required for operations and planning are approved, current and readily available? Can you send pictures?			

TECHNICAL REQUIREMENTS

B	DOCUMENTATION	YES	NO	Remarks
1	Authorization to transport civilian passengers			
2	Cert. of Registration or equivalent N° and validity / /			
3	Cert. of Airworthiness N° and validity / /			
4	Cert. of Insurance N° and validity / /			
5	Is there an A/C Flight Manual? Can you provide a picture?			
6	Is there a Unit Operations Manual? Can you provide a picture?			
7	Is there an Aircraft Operating Checklist; extended and Quick Reference? Can you provide a picture?			
8	Do you use Maps, charts, instrument approach charts (valid date and renewals) Can you provide a picture?			Picture of planning and maps room if available
9	Electronic Flight Bag (if applicable) check certification			
10	Minimum Equipment List (MEL) (hard copy)			
11	Configuration Deviation List (CDL) (hard copy)			
12	Do you have access to the UN DPO/DOS Aviation Manual 2021l/UNMUM 2021 or require assistance?			Prepare briefing for the TCC on the UN Aviation Manual 2021 and UNMUM 2021
	COCKPIT (aircraft must be powered up with GPU ideally) **Please provide pictures and videos of the below if existing in the aircraft**	**YES**	**NO**	**Remarks**
1	General condition			Provide a video tour, external and internal check with a crew. Maximum 10 min. (this might require more time, could be split) The video must show the items listed below with power on and

				shows the serviceability of those items. **Items MUST be fully operational in tropical and dusty conditions**
2	Emergency exits			
3	Navigational systems such as ILS/VHF Omnidirectional Range (VOR), Distance Measuring Equipment (DME) and ADF			
4	Tracking system			
5	Transponder 3/A and C			
6	Dual (VHF-AM (118.00-135.975 MHz), VHF/AM low band (33.00-158.95 MHz), SAT COM & inter-com System			
7	Dual HF communications equipment compatible with Mission communications equipment HF (1-29 MHz)			
8	UHF FM (military frequencies)			
9	Air defense system			
10	Direction Finder (DF)			
11	2 x self-activated Emergency Locator Transmitter (ELT) 406 MHz (check expiration date and accessible and safe location in the aircraft)			
12	Automatic Emergency Locator Transmitter (ELT-406 MHz)			
13	Night Vision Goggles (NVG)			
14	Radio Altimeter			
15	Weather Radar			
16	GPS (Aviation models with valid data base) check database update procedure and Satellite tracking			
17	CVR (Cockpit Voice Recorder) & FDR (Flight Data Recorder, non-photographic film)			TBC
18	Enhanced Ground Proximity Warning System (EGPWS)			
19	Traffic Collision and Avoidance System (TCAS)			TBC
20	RNAV / RVSM / MNPS / 8.33 KHz (where applicable, check certification)			TBC
21	NVG compatible (check cockpit and interior lights)			Provide pictures and video of NVG equipment
22	Passenger briefing cards in English			
23	Posted “No Smoking” signs prohibiting smoking on the aircraft in English			
24	Satellite Phone			
	COCKPIT / SAFETY EQUIPMENT **Please provide pictures and videos of the below if existing in the aircraft**	**YES**	**NO**	
25	Fire extinguishers (check expiration dates)			

26	First aid kits (Check expiry dates)			
27	Life jackets and floatation devices			
28	Harness (check with a crew member)			
29	Flashlight, torches			
30	Aircraft crash axe			
31	Survival kits appropriate to mission area			
	FLIGHT CREW/ FLIGHT DATA	**YES**	**NO**	**Request meeting with operational crew, pilot/co-pilot/load Master/Flight Engineer**
32	Flight preparation (Ops Flight Plan)/performance calculation			
33	Weight & Balance Sheet (check procedures)			Provide real life example of W&B sheet
34	Military/Civilian License/English language/medical certificate/crew qualifications (including extra crew, Load masters, cabin Flight attendant)			Meeting with sqd crews, 30 min meeting in English
	COCKPIT /TECHNICAL LOGBOOK **Please provide pictures and videos of the below if existing in the aircraft**	**YES**	**NO**	
35	Aircraft logbook & Maintenance release cert. (check power plant/airframe hours available)			Meeting with chief engineers and Sqd Quality Assurance
36	Defect notification & rectification procedure			
37	Pre-flight inspection (test with a qualified technician)			
C	**CABIN SAFETY** **Please provide pictures and videos of the below if existing in the aircraft**	**YES**	**NO**	**Provide pictures and video of equipment listed**
1	General internal condition			
2	Cabin crew station's & rest area			
3	First Aid Kit / Emergency Medical Kit (check expiration dates)			
4	Survival Kit appropriate to the Mission Area			
5	Hand fire extinguishers (check expiration dates)			
6	Life jackets, floatation equipment for each passenger when conducting flights over water			
7	Seats (condition) / safety belts (quick release metal to metal couplings)/shoulder straps for crew serviceable			Provide seat manufacturer certificates
8	Emergency exits / Flashlight / "No Smoking" signs			
9	Slides/life-rafts, ELT (portable & for the rafts – if applicable)			

10	Personal breathing equipment, fire gloves and googles (if applicable)			
11	Passengers' Safety cards / briefing demonstration in English			
12	Cabin crew members procedures			
13	Public address system as per the A/C Manual			
14	Access to emergency exits (not blocked by luggage/cargo/etc)			
15	Toilets			
16	Seat capacity & Medical evacuation configuration			
17	Cargo/luggage loading/of loading procedure and equipment (LM)/including Dangerous Goods (SOP, Manual, crew certification, DG certificates, packing, emergency procedures)			
	Cargo nets and straps			
18	Cabin safety equipment, including cargo nets (certified and last inspection date clearly marked)			
19	Aircraft Interior lights			
D	**AIRCRAFT CONDITION** **Please provide pictures and videos of the below if existing in the aircraft**	**YES**	**NO**	
1	General external condition (corrosion, cleanliness, dents, etc.)			
2	Doors & hatches			
3	Flight controls surfaces			
4	Wheels, tires & brakes			
5	Undercarriage & Wheel well			
6	Power plant and pylon			
7	Inlet, fan blades / Propellers			
8	Obvious repairs			
9	Obvious un-repaired damages			
10	Leakages			
11	General condition of cargo cabin			
12	Aircraft exterior lights (check NVG compatible lights)			
E	**DOS SPECIFIC** **Please provide pictures and videos of the below if existing in the aircraft**	**YES**	**NO**	
1	The aircraft is to be painted and marked as per United Nations standards. The paint and markings are to be professionally and uniformly applied, without streaking, bleed-through, chipping and over-sprays. The paint and aircraft should represent the United Nations professionally.			
2	Global satellite tracking system			
3	Portable Satellite communications (INMARSAT/Thuraya/Iridium or equivalent)			

OPERATIONAL REQUIREMENTS

A	DPO/DOS CREW REQUIREMENTS Provide crew records	YES	NO
1	Pilot in Command (PIC): total flying hours - 1200; minimum FW hours - 1000; PIC hours on FW - 500, PIC hours on type – 250; IFR qualified with minimum flying hours – 200; NVG qualified with minimum flying hours – 50.		
2	Co-pilot (CP): Total flying hours - 600; minimum FW hours – 500; IFR qualified with minimum flying hours – 100, NVG qualified with minimum flying hours – 30.		
3	NVG crew qualified as per national standards		
4	Air crew currency requirements		
5	Aircraft weapons (Countermeasures) currency		
6	Number of qualified crews.		
7	Unit new pilots' annual rate.		
B	UNIT OPERATIONAL TASKS (PRIMARY TASKS) Meeting with sqd commander	YES	NO
1	Logistic Support		
2	Tactical airlift (in a threat environment and/or on unpaved runway)		
3	Freight and personnel airdropping		
4	Provide support for the Force operational reserves and Special Forces task force units		
	UNIT OPERATIONAL TASKS (SECONDARY TASKS)		
1	CASEVAC/MEDEVAC capabilities augmentation		
2	Command, control and communications platform		
3	General logistic capabilities augmentation, including VIP and liaison		
4	Passenger transportation		
5	Cargo transportation		
C	OPERATIONAL CAPABILITY	YES	NO
1	Operate in a hostile environment or in the absence of flight handling facilities		
2	Operate from main operating bases, dislocated operating bases and field operating sites		
3	Pre-position independently at forward locations for up to 30 days		
4	Conduct self-defence by passive defence equipment, laser warning receivers and chaff/flare dispensers, including add-on armoured plates for the aircrew		
5	Day and night capabilities for both VFR and IFR flights on a 24/7 basis, given a response time of 4 hours and crew rest. Adequate flight crews (numbers vary depending on aircraft type) are required to maintain this capability		
6	Aircraft must be capable of operating on airfields of 1000 meters in length, including both paved and unpaved surfaces		
D	TRANSPORT/TACTICAL AIRLIFT CAPABILITY	YES	NO
1	Lift a minimum of 50 troops with full equipment		

2	Internal cargo capacity, complete with proper cargo straps and tie downs, for a minimum of 15000 kg and dimensions of 7.65 m x 2.90 m x 2.35 m (e.g., sufficient to carry armoured personnel carrier)		
3	Removable paratrooper seats for up to 54 passengers complete with 9G rated seat belts for each seat. Seat belt buckles are to have metal to metal couplings, which operate in a snap and lock manner that do not allow slippage		
4	Aircraft must be capable of 1800 nm with an extended range of 2200 nm for a minimum of 10 hours duration at a normal cruising speed of 280 knots		
5	Able to airdrop freight and deploy paratroopers with an opened rear ramp		
6	The cargo area must be a roller deck capable of accepting standard size pallets loaded to a height of at least 1.7 meters		
7	CASEVAC capable with removable litter kits for casualty or medical evacuation flights for a minimum of 50 litter cases		
E	**OPERATIONAL EQUIPMENT/CAPACITIES** **Provide pictures and video of below equipment**	**YES**	**NO**
1	Winch (capacity and aircrew certification)		
2	Search light (capacity and quantity)		
3	FLIR (Forward Looking Infrared)		
4	NVG compatible/internal and external lights (test with flight crew)		
5	NVG equipment including calibration kit (if applicable)		
6	Radar/Missile Warning Receivers/counter measures (Chaff &/or Flares)		
	Personal armor protection for aircrew		
7	Machine Guns for self-defense (each helicopter)		
8	Capacity for troop insertion by fast roping/rappelling		
9	Able to transport security forces (troops and/or police) with a variety of cargo including dangerous goods and human remains. Dangerous goods to be transported are likely to include ICAO Class 1 dangerous goods, such as (noting this list is not exhaustive): fuel, compressed gas, medical supplies, batteries, generators, ammunition, general explosives, and explosive material for demining activities. Transportation of dangerous goods will generally be in accordance with ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air (Doc 9284). However, when operational reasons exist, transportation will occur under the Unit's national military regulations for the carriage of dangerous goods in a military aircraft. For such flights, dangerous goods transportation will be in accordance with the national military regulations and procedures of the providing TCC, and through coordination between the Unit and the Mission Support Division (MSD/Aviation Section).		
10	Maximum readiness of 30 min take off when pre tasked		
11	Operation from FARP (Forward Arming and Refueling Point) as per DPO/DOS Manual. Provide copy of FARP procedure		

12	Operations in desert climate and dusty conditions		
13	Unit available 24/7 (including maintenance personnel)		
14	Unit minimum availability		
15	Maintenance capabilities		

MAINTENACE REQUIREMENTS

A	AVAILABILITY RATES REQUIREMENT	YES	NO
1	Individual aircraft availability shall be at least 23 days per month (21 days in February)		
2	Minimum aircraft availability as per SUR		
B	MAINTENANCE CAPABILITIES	YES	NO
1	The number and qualifications of maintenance personnel must be sufficient to ensure that all requirements are met for day and night operations in compliance with the applicable standards as specified in the LOA. i. Engine maintenance ii. Gearbox/Transmission maintenance iii. Hydraulics maintenance iv. Electrical maintenance v. Instrument maintenance vi. Avionics maintenance vii. Weapons maintenance viii. Arming and disarming ix. Munition storage and handling x. Ground equipment maintenance xi. Engineering records xii. Spare parts storage xiii. POL storage		
C	**MAINTENANCE MANAGEMENT** **Meeting with maintenance chief responsible**	**YES**	**NO**
1	The unit/military shall have a documented maintenance management system.		
2	Maintenance structure within the unit/military, with authority, responsibilities and accountabilities defined.		
3	There are sufficient personnel to undertake the maintenance functions.		
4	Maintenance personnel are suitably trained and remain competent for their maintenance role and tasks. Training records, attendance, certificated, training material; are retained.		
5	The unit has a document and records control system in place.		
D	**MAINTENANCE PLANNING & CONTROL** Provide copy of maintenance manual and procedures	**YES**	**NO**
1	Has The unit/military has a maintenance control manual or equivalent.		
2	The unit/military has an approved maintenance program that is appropriate for the aircraft type, systems, and the approved operations (EDTO, RVSM, etc) and those defined for the UN mission. There is a process for approval of amendments.	EDTO: is this applicable for single	RVSM: is this applicable for

		engine ac.?	helicopters operating below FL 290?
3	A system for forecasting and tracking maintenance activities, tracking hours, cycles, calendar time for aircraft, engines, and life-limited components.		
4	All maintenance is to be performed with approved work orders in accordance with the aircraft maintenance program and the aircraft maintenance manual, including control of over outsourced maintenance with approved organizations.		
5	There is a system of management of repairs, occurrence reporting, repetitive failures, MEL items and deferred defects.		
6	A process for the completion of maintenance and release to service, that is documented, and records created (certificate of release to service).		
7	Quality control processes, maintenance inspections processes are in place.		
8	Aircraft major modification process.		
9	Structural integrity program and for older aircraft an aging aircraft program.		
10	A process to obtain and assess continuing airworthiness information, and execution of associated instructions through engineering orders (airworthiness directives, service bulletins, service letters, manufacturer advisories, advice from the Type Certificate Holder).		
11	Damage tolerance evaluation procedures.		
12	A process of reporting occurrences to the authorities/manufacturer/Type Certificate Holder etc.		
13	Management of scheduled and unscheduled maintenance.		
14	There are structured work shifts and rostering, taking into account human factors, rest periods etc.		
15	There are suitably trained personnel for the maintenance control functions.		
E	**TOOLS, PRODUCT, EQUIPMENT & FACILITIES** **Meeting with Logistics Officer**	**YES**	**NO**
1	A system of inspecting and receiving incoming aeronautical product.		
2	There is a system of stock management and demanding aeronautical product that captures 'Aircraft on Ground' (AOG) situations.		
3	Segregation of serviceable aeronautical product and unserviceable items.		
4	Storage of aeronautical product is appropriate, provides protection, and in accordance with manufacturer/supplier's instructions (e.g. electro-static sensitive devices, glues, sealants, batteries, dangerous goods and chemicals).		
5	Management of life-limited items.		
6	The unit has a tool control program.		

7	The unit has the approved tools required to perform maintenance, and ground support equipment for operations and maintenance.		
8	Calibration system in place, to ensure calibrated tools, regular testing, serviceable tags, and records of calibration kept etc.		
9	The unit has the appropriate facilities for the maintenance being undertaken.		
10	Safety equipment is present in the maintenance workshops (e.g. fire extinguishers, eye wash, ground static discharge).		
F	**TECHNICAL RECORDS**	**YES**	**NO**
1	Aircraft technical logbook entries and management.		
2	Records are kept for all maintenance activities, hours, cycles, calendar time for aircraft, engines, and life-limited components, and the release to service, including who has certified or performed the maintenance.		
3	Management of line and base maintenance, and unscheduled maintenance records (work packages etc.).		
4	A process for record-keeping of the implementation of airworthiness directives and equivalent continuing airworthiness information.		
5	Technical library containing all relevant technical data, manufacturer publications etc. for the aircraft and components that is maintained as current and approved.		

RW Armed/Attack Helicopter Unit

PRE-DEPLOYMENT VISIT - AVIATION CHECKLIST/QUESTIONNAIRE

Please provide detailed answers to the following questions in the remarks box

OPERATIONAL REQUIREMENTS

A	OPERATIONAL CONTROL	YES	NO	Remarks
1	Unit/military structure, defining responsibilities of key roles			
2	How is your Unit Air Operations Center structured? Please provide an organizational chart			Require a meeting with the Air Ops chief
3	How is the Crew/flight scheduling done? Can you send us an example? Provide a copy of your scheduling procedures/SOP			Meeting with chief schedulers
4	How do you organize the Operations planning and operational control			Meeting with Chief Ops/Planning (it might be the same person in point 2)
5	How are Flight planning, submission of operation flight plan, load control done? Describe your tasking procedure			
6	Is there a regular Crew briefing before and after each mission? Can you send an example? Provide checklist if available			Meeting with one operational crew, all crew members included
7	Is there an after-mission reporting process? Share an example. Provide a copy of the reporting procedure			
8	How is Ground handling, aircraft servicing, loading and support equipment organized			Meeting with ground crew/maintenance chief
9	Is there a norm for Cargo, Passenger and baggage handling			Meeting with Load master chief
10	What are the existing Dangerous goods procedures, training and awareness?			Meeting with DG specialist chief
11	How is the security of the aircraft done?			
12	Flight tracking (appropriate for military operations), flight following. Provide a copy of the tracking system technical manual			
13	Describe the Training and recurrent training program for aircrew (including, gunners, load masters, as applicable) (including normal and non-normal operations), ground crew and operational support staff			Meeting with training chief
14	Is there a Drug & alcohol program? Can you describe it?			This item could be captured in Aviation Safety
15	How do you maintain a Document & record management system? Applicable to air operations			

16	Are the Documents required for operations and planning are approved, current and readily available? Can you send pictures?			

TECHNICAL REQUIREMENTS

B	DOCUMENTATION	YES	NO	Remarks
1	Authorization to transport civilian passengers			
2	Cert. of Registration or equivalent N° and validity / /			
3	Cert. of Airworthiness N° and validity / /			
4	Cert. of Insurance N° and validity / /			
5	Is there an A/C Flight Manual? Can you provide a picture?			
6	Is there a Unit Operations Manual? Can you provide a picture?			
7	Is there an Aircraft Operating Checklist; extended and Quick Reference? Can you provide a picture?			
8	Do you use Maps, charts, instrument approach charts (valid date and renewals) Can you provide a picture?			Picture of planning and maps room if available
9	Electronic Flight Bag (if applicable) check certification			
10	Minimum Equipment List (MEL) (hard copy)			
11	Configuration Deviation List (CDL) (hard copy)			
12	Do you have access to the UN DPO/DOS Aviation Manual 2021l/UNMUM 2021 or require assistance?			Prepare briefing for the TCC on the UN Aviation Manual 2021 and UNMUM 2021
	COCKPIT (aircraft must be powered up with GPU ideally) **Please provide pictures and videos of the below if existing in the aircraft**	**YES**	**NO**	**Remarks**
1	General condition			Provide a video tour, external and internal check with a crew. Maximum 10 min. (this might require more time, could be split) The video must show the items listed below with power on and

				shows the serviceability of those items. **Items MUST be fully operational in tropical and dusty conditions**
2	Emergency exits			
3	IFR Navigation equipment (ADF/NDB, TACAN/VOR/DME, ILS)			
4	Transponder with 3/A and C and S-mode			
5	Radios (VHF-AM / HF / VHF-FM/UHF), SAT COM & inter-com System			
6	Direction Finder (DF) with ELT 406 MHz tracking system			
7	Emergency Locator Transmitter (ELT) 406 MHz (check expiration date and accessible and safe location in the aircraft) with valid CASPAS SARSAT registration			
8	Radio Altimeter			
9	Weather Radar			
10	GPS (Aviation models with valid data base) check database update procedure and Satellite tracking			
11	CVR (Cockpit Voice Recorder) & FDR (Flight Data Recorder, non-photographic film)			TBC
12	GPWS or TAWS (Terrain Avoidance Warning System) (ask for system test)			
13	TCAS II / ACAS II version 7.1 (Collision Avoidance System) (ask for system test)			TBC
14	RNAV / RVSM / MNPS / 8.33 KHz (where applicable, check certification)			TBC
15	NVG compatible (check cockpit and interior lights)			Provide pictures and video of NVG equipment
16	Onboard intercom system (with at least six plugs in stations)			
17	Searchlight compatible with NVG with at least 01 helicopter			
18	Satellite phone for ground communication away from the MOB			
	OPTIONAL TECHNICAL REQUIREMENTS	YES	NO	
19	Forward Looking Infra-Red (FLIR) capability for surveillance and Search and Rescue			
20	Anti-heat seeking weapons countermeasures			
21	Additional fuel tanks			
	COCKPIT / SAFETY EQUIPMENT **Please provide pictures and videos of the below if existing in the aircraft**	**YES**	**NO**	
22	Fire extinguishers (check expiration dates)			
23	First aid kits (Check expiry dates)			

24	Life jackets and floatation devices			
25	Harness (check with a crew member)			
26	Flashlight, torches			
27	Aircraft crash axe			
28	Survival kits appropriate to mission area			
	FLIGHT CREW/ FLIGHT DATA	**YES**	**NO**	**Request meeting with operational crew, pilot/co-pilot/load Master/Flight Engineer**
29	Flight preparation (Ops Flight Plan)/performance calculation			
30	Weight & Balance Sheet (check procedures)			Provide real life example of W&B sheet
31	Military/Civilian License/English language/medical certificate/crew qualifications (including extra crew, Load masters, cabin Flight attendant)			Meeting with sqd crews, 30 min meeting in English
	COCKPIT /TECHNICAL LOGBOOK **Please provide pictures and videos of the below if existing in the aircraft**	**YES**	**NO**	
32	Aircraft logbook & Maintenance release cert. (check power plant/airframe hours available)			Meeting with chief engineers and Sqd Quality Assurance
33	Defect notification & rectification procedure			
34	Pre-flight inspection (test with a qualified technician)			
C	**CABIN SAFETY** **Please provide pictures and videos of the below if existing in the aircraft**	**YES**	**NO**	**Provide pictures and video of equipment listed**
1	General internal condition			
2	Cabin crew station's & rest area			
3	First Aid Kit / Emergency Medical Kit (check expiration dates)			
4	Survival Kit appropriate to the Mission Area			
5	Hand fire extinguishers (check expiration dates)			
6	Life jackets, floatation equipment			
7	Seats (condition) / safety belts (quick release metal to metal couplings)/shoulder straps for crew serviceable			Provide seat manufacturer certificates
8	Emergency exits / Flashlight / "No Smoking" signs			
9	Slides/life-rafts, ELT (portable & for the rafts – if applicable)			
10	Personal breathing equipment, fire gloves and googles (if applicable)			

11	Passengers' Safety cards / briefing demonstration in English			
12	Cabin crew members procedures			
13	Public address system as per the A/C Manual			
14	Access to emergency exits (not blocked by luggage/cargo/etc)			
15	Toilets			
16	Seat capacity & Medical evacuation configuration			
17	Cargo/luggage loading/of loading procedure and equipment (LM)/including Dangerous Goods (SOP, Manual, crew certification, DG certificates, packing, emergency procedures)			
18	Cabin safety equipment, including cargo nets (certified and last inspection date clearly marked)			
19	Aircraft Interior lights			
D	**AIRCRAFT CONDITION** **Please provide pictures and videos of the below if existing in the aircraft**	**YES**	**NO**	
1	General external condition (corrosion, cleanliness, dents, etc.)			
2	Doors & hatches			
3	Flight controls surfaces			
4	Wheels, tires & brakes			
5	Undercarriage & Wheel well			
6	Power plant and pylon			
7	Main and tail rotors			
8	Obvious repairs			
9	Obvious un-repaired damages			
10	Leakages			
11	General condition of cargo cabin			
12	Aircraft exterior lights (check NVG compatible lights)			
13	External additional tanks			
E	**DOS SPECIFIC** **Please provide pictures and videos of the below if existing in the aircraft**	**YES**	**NO**	
1	The aircraft is to be painted and marked as per United Nations standards. The paint and markings are to be professionally and uniformly applied, without streaking, bleed-through, chipping and over-sprays. The paint and aircraft should represent the United Nations professionally.			
2	Global satellite tracking system			
3	Portable Satellite communications (INMARSAT/Thuraya/Iridium or equivalent)			

OPERATIONAL REQUIREMENTS

A	DPO/DOS CREW REQUIREMENTS Provide crew records	YES	NO
1	Pilot in Command (PIC): total flying hours – 1000; minimum RW hours – 600; PIC hours on RW – 300, PIC hours on type – 150; IFR qualified with minimum flying hours – 80; NVG qualified with minimum flying hours – 50.		
2	Co-pilot (CP): Total flying hours – 300; minimum RW hours – 200; IFR qualified with minimum flying hours – 20, NVG qualified with minimum flying hours – 30.		
3	NVG crew qualified as per national standards		
4	Air crew currency requirements		
5	Aircraft weapons currency		
6	Number of qualified crews.		
7	Unit new pilots' annual rate.		
B	**UNIT OPERATIONAL TASKS Meeting with sqd commander**	**YES**	**NO**
1	Fire support		
2	Armed escort		
3	Combat re-supply		
4	Area surveillance and reconnaissance		
5	Air Assault (including quick rection)		
6	Troop's insertion and extraction		
7	Air patrol (Observe/Monitor tasks) with armed troops onboard		
8	Search and rescue (SAR)		
9	Combat search and rescue (CSAR), as armed escort		
10	Day and night CASEVAC (with an AMET provided by the Mission)		
11	Troop Transportation		
12	New TOB/helicopter landing site reconnaissance		
C	**AIRCRAFT/CREW TACTICAL CAPACITIES**	**YES**	**NO**
1	Operate under Visual Flight Rules (VFR), day and night		
2	Operate under Instrument Flight Rules (IFR), day and night		
3	Operate with a minimum operational range of 150 NM (limited by type on a case-by-case basis). Extended range with external fuel tanks (See Optional Technical Requirements Ser 21)		
4	Lift up to 15 troops per helicopter (fully equipped, full battle order), other UN personnel, dangerous goods including explosives, fuel, ammunition or human remains		
5	Operate in tropical climate and dusty conditions, equipped with weather radar and survival kits appropriate to mission area		
6	Operate 24/7 reaction response in Visual Meteorological Conditions (VMC). The Force Commander (FC) will define ethe response time (notice to move NTM) according to the operational needs and unit capacities		
7	Operate in daylight under Instrument Meteorological Conditions (IMC) from/to approved airfields with the relevant certified equipment, daylight.		
8	Operate with Night Vision Goggles (NVG)		

9	Land on unprepared helicopter landing zones in VMC, day and night (with NVG) without ground support		
10	Evacuate at least 4 casualties (on stretchers) with medical attendants		
11	Maintain continuous readiness for rapid response tasks with a maximum of 30 min NTM at daylight and 45 min NTM at night for CASEVAC/MEDEVAC with at least 01 helicopter or quick reaction force (QRF) with at least 02 helicopters		
12	Be armoured for crew and where possible, passengers' protection from ground fire		
13	Mount at least 01 machine gun (for self-protection)		
14	Be equipped with heavy machine guns (12.7mm or larger) and/or rocket pods to be able to provide fire support to friendly forces on ground		
15	Operate from a TOB, including refuelling/rearming for at least 07 days with ground support		
16	Refuel in forward area refuelling points (FARP) from fuel tanks or from barrels		
17	Activate Direction Finder (DF) for guidance (to guide aircraft to an emergency locator transmitter, ELT-406 MHz)		
18	Winch up to 2 persons with a 40-meter cable with at least 01 helicopter		
19	Conduct Search and rescue (SAR) by a single helicopter		
20	Operate a searchlight compatible with NVG with at least 01 helicopter		
21	Operate onboard intercom system (with at least six plug in station)		
22	Ability to attach Forward Looking Infrared (FLIR) for surveillance and reconnaissance with at least 01 helicopter		
23	Ability to attach external additional fuel tanks for extended range		
24	Ability to transport fuel		
25	Operate with necessary equipment for independent operations such as stairs, tow bar, GPU/APU (if required), aircraft tie downs for anchoring, covers, engine blankets, etc.		
D	**OPERATIONAL EQUIPMENT/CAPACITIES** **Provide pictures and video of below equipment**	**YES**	**NO**
1	Winch (capacity and aircrew certification)		
2	Search light (capacity and quantity)		
3	FLIR (Forward Looking Infrared)		
4	NVG compatible/internal and external lights (test with flight crew)		
5	NVG equipment including calibration kit (if applicable)		
6	Radar/Missile Warning Receivers/counter measures (Chaff &/or Flares)		
	Personal armor protection for aircrew		
7	Machine Guns for self-defense (each helicopter)		
8	Capacity for troop insertion by fast roping/rappelling		
9	Able to transport security forces (troops and/or police) with a variety of cargo including dangerous goods and human		

	remains. Dangerous goods to be transported are likely to include ICAO Class 1 dangerous goods, such as (noting this list is not exhaustive): fuel, compressed gas, medical supplies, batteries, generators, ammunition, general explosives, and explosive material for demining activities. Transportation of dangerous goods will generally be in accordance with ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air (Doc 9284). However, when operational reasons exist, transportation will occur under the Unit's national military regulations for the carriage of dangerous goods in a military aircraft. For such flights, dangerous goods transportation will be in accordance with the national military regulations and procedures of the providing TCC, and through coordination between the Unit and the Mission Support Division (MSD/Aviation Section).		
10	Maximum readiness of 30 min takeoff when pre tasked		
11	Operation from FARP (Forward Arming and Refueling Point) as per DPO/DOS Manual. Provide copy of FARP procedure		
12	Operations in desert climate and dusty conditions		
13	Unit available 24/7 (including maintenance personnel)		
14	Unit minimum availability		
15	Maintenance capabilities		

MAINTENACE REQUIREMENTS

A	AVAILABILITY RATES	YES	NO
1	Individual aircraft availability shall be at least 23 days per month (21 days in February)		
2	Minimum aircraft availability as per SUR		
B	MAINTENANCE CAPABILITIES	YES	NO
1	It is an essential requirement for the unit to include a fully independent helicopter maintenance component, capable of routinely carrying out all necessary scheduled maintenance and defect rectification. This component should include all required equipment, tools, maintenance manuals and specialist documentation for the following activities i. Engine maintenance ii. Gearbox/Transmission maintenance iii. Hydraulics maintenance iv. Electrical maintenance v. Instrument maintenance vi. Avionics maintenance vii. Weapons maintenance viii. Arming and disarming ix. Munition storage and handling x. Ground equipment maintenance xi. Engineering records xii. Spare parts storage xiii. POL storage		
C	**MAINTENANCE MANAGEMENT**	**YES**	**NO**

	Meeting with maintenance chief responsible		
1	The unit/military shall have a documented maintenance management system.		
2	Maintenance structure within the unit/military, with authority, responsibilities and accountabilities defined.		
3	There are sufficient personnel to undertake the maintenance functions.		
4	Maintenance personnel are suitably trained and remain competent for their maintenance role and tasks. Training records, attendance, certificated, training material; are retained.		
5	The unit has a document and records control system in place.		
D	**MAINTENANCE PLANNING & CONTROL** Provide copy of maintenance manual and procedures	**YES**	**NO**
1	Has The unit/military has a maintenance control manual or equivalent.		
2	The unit/military has an approved maintenance program that is appropriate for the aircraft type, systems, and the approved operations (EDTO, RVSM, etc) and those defined for the UN mission. There is a process for approval of amendments.	EDTO: is this applicable for single engine ac.?	RVSM: is this applicable for helicopters operating below FL 290?
3	A system for forecasting and tracking maintenance activities, tracking hours, cycles, calendar time for aircraft, engines, and life-limited components.		
4	All maintenance is to be performed with approved work orders in accordance with the aircraft maintenance program and the aircraft maintenance manual, including control of over outsourced maintenance with approved organizations.		
5	There is a system of management of repairs, occurrence reporting, repetitive failures, MEL items and deferred defects.		
6	A process for the completion of maintenance and release to service, that is documented, and records created (certificate of release to service).		
7	Quality control processes, maintenance inspections processes are in place.		
8	Aircraft major modification process.		
9	Structural integrity program and for older aircraft an aging aircraft program.		
10	A process to obtain and assess continuing airworthiness information, and execution of associated instructions through engineering orders (airworthiness directives, service bulletins, service letters, manufacturer advisories, advice from the Type Certificate Holder).		
11	Damage tolerance evaluation procedures.		
12	A process of reporting occurrences to the authorities/manufacturer/Type Certificate Holder etc.		
13	Management of scheduled and unscheduled maintenance.		

14	There are structured work shifts and rostering, taking into account human factors, rest periods etc.		
15	There are suitably trained personnel for the maintenance control functions.		
E	**TOOLS, PRODUCT, EQUIPMENT & FACILITIES** **Meeting with Logistics Officer**	**YES**	**NO**
1	A system of inspecting and receiving incoming aeronautical product.		
2	There is a system of stock management and demanding aeronautical product that captures 'Aircraft on Ground' (AOG) situations.		
3	Segregation of serviceable aeronautical product and unserviceable items.		
4	Storage of aeronautical product is appropriate, provides protection, and in accordance with manufacturer/supplier's instructions (e.g. electro-static sensitive devices, glues, sealants, batteries, dangerous goods and chemicals).		
5	Management of life-limited items.		
6	The unit has a tool control program.		
7	The unit has the approved tools required to perform maintenance, and ground support equipment for operations and maintenance.		
8	Calibration system in place, to ensure calibrated tools, regular testing, serviceable tags, and records of calibration kept etc.		
9	The unit has the appropriate facilities for the maintenance being undertaken.		
10	Safety equipment is present in the maintenance workshops (e.g. fire extinguishers, eye wash, ground static discharge).		
F	**TECHNICAL RECORDS**	**YES**	**NO**
1	Aircraft technical logbook entries and management.		
2	Records are kept for all maintenance activities, hours, cycles, calendar time for aircraft, engines, and life-limited components, and the release to service, including who has certified or performed the maintenance.		
3	Management of line and base maintenance, and unscheduled maintenance records (work packages etc.).		
4	A process for record-keeping of the implementation of airworthiness directives and equivalent continuing airworthiness information.		
5	Technical library containing all relevant technical data, manufacturer publications etc. for the aircraft and components that is maintained as current and approved.		

RW Medium Utility Helicopter Unit

PRE-DEPLOYMENT VISIT - AVIATION CHECKLIST/QUESTIONNAIRE

Please provide detailed answers to the following questions in the remarks box

OPERATIONAL REQUIREMENTS

A	OPERATIONAL CONTROL	YES	NO	Remarks
1	Unit/military structure, defining responsibilities of key roles			
2	How is your Unit Air Operations center structured? Please provide an organizational chart			Require a meeting with the air ops chief
3	How is the Crew/flight scheduling done? Can you send us an example? Provide a copy of your scheduling procedures/SOP			Meeting with chief schedulers
4	How do you organize the Operations planning and operational control			Meeting with chief Ops/Planning (It might be the same person than point 2)
5	How are Flight planning, submission of operation flight plan, load control done? Describe your tasking procedure			
6	Is there a regular Crew briefing before and after each mission? Can you send an example? Provide checklist if available			Meeting with one operational crew, all crew members included
7	Is there an after-mission reporting process? Share an example. Provide a copy of the reporting procedure			
8	How is Ground handling, aircraft servicing, loading and support equipment organized			Meeting with ground crew/maintenance chief
9	Is there a norm for Cargo, Passenger, and baggage handling			Meeting with Load master chief
10	What are the existing Dangerous goods procedures, training and awareness?			Meeting with DG specialist chief
11	How is the security of the aircraft done?			
12	Flight tracking (appropriate for military operations), flight following. Provide a copy of the tracking system technical manual			
13	Describe the Training and recurrent training program for aircrew (including, gunners, load masters, as applicable) (including normal and non-normal operations), ground crew and operational support staff			Meeting with training chief
14	Is there a Drug & alcohol program? Can you describe it?			This item could be captured in Aviation Safety

15	How do you maintain a Document & record management system? Applicable to air operations			
16	Are the Documents required for operations and planning are approved, current and readily available? Can you send pictures?			

TECHNICAL REQUIREMENTS

A	**DOCUMENTATION**	**YES**	**NO**	**Remarks**
1	Authorization to transport civilian passengers			
2	Cert. of Registration or equivalent N° and validity / /			
3	Cert. of Airworthiness N° and validity / /			
4	Cert. of Insurance N° and validity / /			
5	Is there an A/C Flight Manual? Can you provide a picture?			
6	Is there a Unit Operation Manual? Can you provide a picture?			
7	Is there an Aircraft operating Checklist, extended and Quick Reference? Can you provide a picture?			
8	Do you use Maps, charts, instrument approach charts (valid date and renewals) Can you provide a picture?			Picture of planning and maps room if available
9	Electronic Flight Bag (if applicable) check certification			
10	Minimum Equipment List (MEL) (hard copy)			
11	Configuration Deviation List (CDL) (hard copy)			
12	Do you have access to the UN DPO/DOS Aviation Manual 2021l/UNMUM 2021 or require assistance?			Prepare briefing for the TCC on the UN Aviation Manual 2021 and UNMUM 2021
B	**COCKPIT (aircraft must be powered up with GPU ideally)** **Please provide pictures and videos of the below if existing in the aircraft**	**YES**	**NO**	**Remarks**
1	General condition			Provide a video tour, external and internal check with a crew. Maximum 10 min. (this might require more time, could be split) The video must show the items listed below with

				power on and shows the serviceability of those items. **Items MUST be fully operational in tropical and dusty conditions**
2	Emergency exits			
3	IFR Navigation equipment (ADF/NDB, TACAN/VOR/DME, ILS)			
4	Transponder 3/A and C			
5	Radios (VHF-AM / HF / VHF-FM/UHF), SAT COM & inter-com. system			
6	Direction Finder (DF) with ELT 406 MHz tracking system			
7	Emergency Locator Transmitter (ELT) 406 MHz (check expiration date and accessible and safe location in the aircraft)			
8	Radio altimeter			
9	Weather Radar			
10	GPS (Aviation models with valid data base) check database update procedure and Satellite tracking			
11	CVR (Cockpit Voice Recorder) & FDR (Flight Data Recorder, non-photographic film)			TBC
12	GPWS or TAWS (Terrain Avoidance Warning System) (ask for system test)			
13	TCAS II / ACAS II version 7.1 (Collision Avoidance System) (ask for system test)			TBC
14	RNAV / RVSM / MNPS / 8.33 KHz (where applicable, check certification)			TBC
15	NVG compatible (check cockpit and interior lights)			Provide pictures and video of NVG equipment
16	Onboard intercom system (with at least six plugs in stations)			
17	Searchlight compatible with NVG with at least 01 helicopter			
18	Satellite phone for good communication away from the MOB			
	OPTIONAL TECHNICAL REQUIREMENTS	**YES**	**NO**	
19	Forward Looking Infra-Red (FLIR) capability for surveillance and Search and Rescue			
20	Anti-heat seeking weapons countermeasures			
21	Additional fuel tanks			
	COCKPIT / SAFETY EQUIPMENT **Please provide pictures and videos of the below if existing in the aircraft**	**YES**	**NO**	

22	Hand fire extinguishers (check expiration dates)			
23	First aid kits (Check expiry dates)			
24	Life jackets and floatation devices			
25	Harness (check with a crew member)			
26	Flashlight, torches			
27	Aircraft crash axe			
28	Survival kits appropriate to mission area			
	FLIGHT CREW/ FLIGHT DATA	**YES**	**NO**	**Request meeting with operational crew, pilot/co-pilot/load master/flight engineer**
29	Flight preparation (Ops Flight Plan)/performance calculation			
30	Weight & Balance Sheet (check procedures)			Provide real life example of W$B sheet
31	Military/Civilian License/English language/medical certificate/crew qualifications (including extra crew, Load masters, cabin Flight attendant)			Meeting with sqd crews, 30 min meeting in English
	COCKPIT /TECHNICAL LOGBOOK **Please provide pictures and videos of the below if existing in the aircraft**	**YES**	**NO**	
32	Aircraft logbook & Maintenance release cert. (check power plant/airframe hours available)			Meeting with chief engineers and Sqd Quality Assurance
33	Defect notification & rectification procedure			
34	Pre-flight inspection (test with a qualified technician)			
C	**CABIN SAFETY** **Please provide pictures and videos of the below if existing in the aircraft**	**YES**	**NO**	**Provide pictures and video of equipment listed**
1	General internal condition			
2	Cabin crew station's & rest area			
3	First Aid Kit / Emergency Medical Kit			
4	Survival Kit appropriate to the Mission Area			
5	Hand fire extinguishers (check expiration dates)			
6	Life jackets, flotation equipment			
7	Seats (condition) / safety belts (quick release metal to metal couplings)/shoulder straps for crew serviceable			Provide seat manufacturer certificates
8	Emergency exits / Flashlight / "No Smoking" signs			
9	Slides/life-rafts, ELT (portable & for the rafts – if applicable)			

10	Personal breathing equipment, fire gloves and googles (if applicable)			
11	Passengers' Safety cards / briefing demonstration in English			
12	Cabin crew members procedures			
13	Public address system as per the A/C Manual			
14	Access to emergency exits (not blocked by luggage/cargo/etc)			
15	Toilets			
16	Seat capacity & Medical evacuation configuration			
17	Cargo/luggage loading/of loading procedure and equipment (LM)/including Dangerous Goods (SOP, Manual, crew certification, DG certificates, packing, emergency procedures)			
18	Cabin safety equipment, including cargo nets (certified and last inspection date clearly marked)			
19	Aircraft Interior lights			
D	**AIRCRAFT CONDITION** **Please provide pictures and videos of the below if existing in the aircraft**	**YES**	**NO**	
1	General external condition (corrosion, cleanliness, dents, etc.)			
2	Doors & hatches			
3	Flight controls surfaces			
4	Wheels, tires & brakes			
5	Undercarriage & Wheel well			
6	Power plant and pylon			
7	Inlet, fan blades / Propellers / Rotors			
8	Obvious repairs			
9	Obvious un-repaired damages			
10	Leakages			
11	General condition of cargo cabin			
12	Aircraft exterior lights (check NVG compatible lights)			
13	External additional tanks			
E	**DOS SPECIFIC** **Please provide pictures and videos of the below if existing in the aircraft**	**YES**	**NO**	
1	The aircraft is to be painted and marked as per United Nations standards. The paint and markings are to be professionally and uniformly applied, without streaking, bleed-through, chipping and over-sprays. The paint and aircraft should represent the United Nations professionally.			
2	Global satellite tracking system			
3	Portable Satellite communications (INMARSAT/Thuraya/Iridium or equivalent)			

OPERATIONAL REQUIREMENTS

A	DPO/DOS CREW REQUIREMENTS Provide crew records	YES	NO
1	Pilot in Command 1000 hours total; minimum 600 RW hours; PIC on type a minimum of 150 hours, 80 hours IFR and 50 NVG hours		
2	Copilot minimum of 300 hours total; 200 hours RW, 20 hours total IFR and 30 NVG hours.		
3	NVG crew qualified as per national standards		
4	Air crew currency requirements		
5	Aircraft weapons currency (if applicable)		
6	Number of qualified crews.		
7	Unit new pilots' annual rate.		
B	**UNIT OPERATIONAL TASKS Meeting with sqd commander**	**YES**	**NO**
1	Transport troops		
2	Periodic or regular troop insertion and extraction		
3	Air patrol with armed troops onboard		
4	Combat search and rescue (CSAR) with armed helicopters support		
5	Search and Rescue (SAR)		
6	Area surveillance and reconnaissance		
7	Air assault		
8	Transport passengers, including VIP's and detainee(s)		
9	Cargo transportation (internal and sling)		
10	New campsite/FOB/helicopter landing site reconnaissance		
11	Operational logistics support		
12	Radio Relay (Check equipment)		
C	**AIRCRAFT/CREW TACTICAL CAPACITIES**	**YES**	**NO**
1	Number of troops with individual equipment		
2	Cargo capacity internally or freight externally (by sling)		
3	Number of stretchers per helicopter with a CASEVAC/MEDEVAC team of three AME		Provide video
4	Desired operating range of 250 NM (limited by type on a case-by-case basis). Extended range to 350NM with external tanks (See Optional Technical Requirements Ser 21)		Provide pictures of external tanks installed Is this possible for this type of helicopter?
5	High Altitude Operations		
6	Day/night Visual Flight Rules (VFR)		
7	Day/night Instrument Flying Rules (IFR)		
8	Day/night Operations on HLS certified by the Mission (as per DPO Manual)		

9	Operations day/night on unprepared landing sites (as per DPO Manual)		
10	NVG operations on prepared / unprepared airstrips / unprepared landing sites		
11	Ops in hostile environment / forward area without flight handling services		
12	High altitude / tropical climates and dusty environment operations		
D	**OPERATIONAL EQUIPMENT/CAPACITIES** **Provide pictures and video of below equipment**	**YES**	**NO**
1	Winch (capacity and aircrew certification)		
2	Search light (capacity and quantity)		
3	FLIR (Forward Looking Infrared)		
4	NVG compatible/internal and external lights (test with flight crew)		
5	NVG equipment including calibration kit (if applicable)		
6	Radar/Missile Warning Receivers/counter measures (Chaff &/or Flares)		
	Personal armor protection for aircrew		
7	Machine Guns for self-defense (each helicopter)		
8	Capacity for troop insertion by fast roping/rappelling		
9	Able to transport security forces (troops and/or police) with a variety of cargo including dangerous goods and human remains. Dangerous goods to be transported are likely to include ICAO Class 1 dangerous goods, such as (noting this list is not exhaustive): fuel, compressed gas, medical supplies, batteries, generators, ammunition, general explosives, and explosive material for demining activities. Transportation of dangerous goods will generally be in accordance with ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air (Doc 9284). However, when operational reasons exist, transportation will occur under the Unit's national military regulations for the carriage of dangerous goods in a military aircraft. For such flights, dangerous goods transportation will be in accordance with the national military regulations and procedures of the providing TCC, and through coordination between the Unit and the Mission Support Division (MSD/Aviation Section).		
10	Maximum readiness of 30 min take-off when pre tasked		
11	Operation from FARP (Forward Arming and Refueling Point) as per DPO/DOS Manual. Provide copy of FARP procedure		
12	Operational in desert climate and dusty conditions		
13	Unit available 24/7 (including maintenance personnel)		
14	Unit minimum availability		
15	Maintenance capabilities		

MAINTENACE REQUIREMENTS

A	AVAILABILITY RATES	YES	NO
1	Individual aircraft availability shall be at least 23 days per month (21 days in February)		
2	Minimum aircraft availability as per SUR		
B	**MAINTENANCE CAPABILITIES**	**YES**	**NO**
1	It is an essential requirement for the unit to include a fully independent helicopter maintenance component, capable of routinely carrying out all necessary scheduled maintenance and defect rectification. This component should include all required equipment, tools, maintenance manuals and specialist documentation for the following activities i. Engine maintenance ii. Gearbox/Transmission maintenance iii. Hydraulics maintenance iv. Electrical maintenance v. Instrument maintenance vi. Avionics maintenance vii. Weapons maintenance viii. Arming and disarming ix. Munition storage and handling x. Ground equipment maintenance xi. Engineering records xii. Spare parts storage xiii. POL storage		
C	**MAINTENANCE MANAGEMENT** **Meeting with maintenance chief responsible**	**YES**	**NO**
1	The unit/military shall have a documented maintenance management system.		
2	Maintenance structure within the unit/military, with authority, responsibilities and accountabilities defined.		
3	There are sufficient personnel to undertake the maintenance functions.		
4	Maintenance personnel are suitably trained and remain competent for their maintenance role and tasks. Training records, attendance, certificated, training material; are retained.		
5	The unit has a document and records control system in place.		
D	**MAINTENANCE PLANNING & CONTROL** Provide copy of maintenance manual and procedures	**YES**	**NO**
1	Has The unit/military has a maintenance control manual or equivalent.		
2	The unit/military has an approved maintenance program that is appropriate for the aircraft type, systems, and the approved operations (EDTO, RVSM, etc) and those defined for the UN mission. There is a process for approval of amendments.	EDTO: is this applicable for single engine ac.?	RVSM: is this applicable for helis operating below FL 290?

3	A system for forecasting and tracking maintenance activities, tracking hours, cycles, calendar time for aircraft, engines, and life-limited components.		
4	All maintenance is to be performed with approved work orders in accordance with the aircraft maintenance program and the aircraft maintenance manual, including control of over outsourced maintenance with approved organizations.		
5	There is a system of management of repairs, occurrence reporting, repetitive failures, MEL items and deferred defects.		
6	A process for the completion of maintenance and release to service, that is documented, and records created (certificate of release to service).		
7	Quality control processes, maintenance inspections processes are in place.		
8	Aircraft major modification process.		
9	Structural integrity program and for older aircraft an aging aircraft program.		
10	A process to obtain and assess continuing airworthiness information, and execution of associated instructions through engineering orders (airworthiness directives, service bulletins, service letters, manufacturer advisories, advice from the Type Certificate Holder).		
11	Damage tolerance evaluation procedures.		
12	A process of reporting occurrences to the authorities/manufacturer/Type Certificate Holder etc.		
13	Management of scheduled and unscheduled maintenance.		
14	There are structured work shifts and rostering, taking into account human factors, rest periods etc.		
15	There are suitably trained personnel for the maintenance control functions.		
E	**TOOLS, PRODUCT, EQUIPMENT & FACILITIES** **Meeting with Logistics Officer**	**YES**	**NO**
1	A system of inspecting and receiving incoming aeronautical product.		
2	There is a system of stock management and demanding aeronautical product that captures 'Aircraft on Ground' (AOG) situations.		
3	Segregation of serviceable aeronautical product and unserviceable items.		
4	Storage of aeronautical product is appropriate, provides protection, and in accordance with manufacturer/supplier's instructions (e.g. electro-static sensitive devices, glues, sealants, batteries, dangerous goods and chemicals).		
5	Management of life-limited items.		
6	The unit has a tool control program.		
7	The unit has the approved tools required to perform maintenance, and ground support equipment for operations and maintenance.		
8	Calibration system in place, to ensure calibrated tools, regular testing, serviceable tags, and records of calibration kept etc.		

9	The unit has the appropriate facilities for the maintenance being undertaken.		
10	Safety equipment is present in the maintenance workshops (e.g. fire extinguishers, eye wash, ground static discharge).		
F	**TECHNICAL RECORDS**	**YES**	**NO**
1	Aircraft technical logbook entries and management.		
2	Records are kept for all maintenance activities, hours, cycles, calendar time for aircraft, engines, and life-limited components, and the release to service, including who has certified or performed the maintenance.		
3	Management of line and base maintenance, and unscheduled maintenance records (work packages etc.).		
4	A process for record-keeping of the implementation of airworthiness directives and equivalent continuing airworthiness information.		
5	Technical library containing all relevant technical data, manufacturer publications etc. for the aircraft and components that is maintained as current and approved.		

PRE-DEPLOYMENT VISIT - RW MANNED AIRBORNE ISR AVIATION

CHECKLIST/QUESTIONNAIRE

Please provide detailed answers to the following questions in the remarks box

OPERATIONAL REQUIREMENTS

A	OPERATIONAL CONTROL	YES	NO
1	Unit/military structure, defining responsibilities of key roles		
2	Operation's Centre structure		
4	Air tasking		
5	Crew scheduling		
6	Operations planning and operational control		
7	ISR acquisition planning		
8	ISR exploitation planning		
9	Flight planning, submission of operation flight plan, load control		
10	Crew briefing		
11	Authority of the PIC		
12	After mission reporting		
13	Post mission ISR analysis		
14	Post mission ISR product dissemination		
15	Ground handling, aircraft servicing, loading and support equipment		
16	Passenger and baggage handling		
17	Dangerous goods procedures, training, and awareness		
18	Security of aircraft		
19	Flight tracking (appropriate for military operations), flight following		
20	Sufficient facilities, resources, and workspaces to undertake operations		
21	Training and recurrent training program for aircrew (including normal and non-normal operations), ground crew and operational support staff		
22	Drug & alcohol program		
23	Document & record management system		
B	**SAFETY**	**YES**	**NO**
1	Safety Management System (SMS)		
C	**QUALITY**	**YES**	**NO**
1	Quality Management System (QMS)		

TECHNICAL REQUIREMENTS

A	DOCUMENTATION	YES	NO
1	Authorization to transport civilian passengers (if applicable)		
2	Cert. of Registration or equivalent N° and validity / /		
3	Cert. of Airworthiness N° and validity / /		
4	Cert. of Insurance N° and validity / /		
5	Aircraft Flight Manual (hard copy)		
6	Unit Operations Manual		
7	Aircraft operating Checklist; extended and Quick Reference (hard copy)		

8	Maps, charts, instrument approach charts (valid date and renewals) (hard copy)		
9	Electronic Flight Bag (if applicable) check certification		
10	Minimum Equipment List (MEL) (hard copy)		
11	Configuration Deviation List (CDL) (hard copy)		
12	DPO/DOS Aviation Manual (Current Edition)/ UNMUM Aviation Manual (Current Edition)		
B	**COCKPIT (aircraft must be powered up with GPU ideally)**	**YES**	**NO**
1	General condition (checklist with a qualified pilot including walk around)		
2	Emergency exits		
3	IFR Navigation equipment (ADF/NDB, TACAN/VOR/DME, ILS)		
4	Transponder 3/A and C		
5	Radios (VHF-AM / HF / VHF-FM/UHF), SAT COM & inter-com. system		
6	Direction Finder (DF) with ELT 406 MHz tracking system		
7	Emergency Locator Transmitter (ELT) 406 MHz (check expiration date and accessible and safe location in the aircraft)		
8	Radio altimeter		
9	Weather Radar		
10	GPS (Aviation models with valid data base) check database update procedure and Satellite tracking		
11	CVR (Cockpit Voice Recorder) & FDR (Flight Data Recorder, non-photographic film)		
12	GPWS or HTAWS (Helicopter Terrain Avoidance Warning System) (ask for system test)		
13	TCAS II / ACAS II version 7.1 (Collision Avoidance System) (ask for system test)		
14	RNAV / RVSM / MNPS / 8.33 KHz (where applicable, check certification)		
15	NVG compatible (check cockpit and interior lights)		
	COCKPIT / SAFETY EQUIPMENT	**YES**	**NO**
16	Hand fire extinguishers (check expiration dates)		
17	Life jackets and floatation devices		
18	Harness (check with a crew member)		
19	Oxygen equipment		
20	Flashlight, torches		
21	Aircraft crash axe		
	FLIGHT CREW/ FLIGHT DATA	**YES**	**NO**
22	Flight preparation (Ops Flight Plan)/performance calculation		
23	Weight & Balance Sheet (check procedures)		
24	Military/Civilian License/English language/medical certificate/crew qualifications (including extra crew, Load masters, cabin Flight attendant)		
	COCKPIT /TECHNICAL LOGBOOK	**YES**	**NO**
25	Aircraft, engine(s) and radio apparatus logbooks and Maintenance release cert. (check power plant/airframe hours available)		
26	Defect notification & rectification procedure		
27	Pre-flight inspection (test with a qualified technician)		

C	CABIN SAFETY	YES	NO
1	General internal condition		
2	Cabin crew stations & rest area		
3	First Aid Kit / Emergency Medical Kit		
4	Survival Kit appropriate to the Mission Area		
5	Hand fire extinguishers (check expiration dates)		
6	Life jackets, flotation equipment		
7	Seats (condition) / safety belts (quick release metal to metal couplings)/shoulder straps for crew serviceable		
8	Emergency exits / Flashlight / “No Smoking” signs		
9	Slides/life-rafts, ELT (portable & for the rafts – if applicable)		
10	Oxygen equipment (cabin crew & passengers – if applicable)		
11	Personal breathing equipment, fire gloves and googles (if applicable)		
12	Passengers’ Safety cards / briefing demonstration in English		
13	Cabin crew members procedures		
14	Public address system as per the A/C Manual		
15	Access to emergency exits (not blocked by luggage/cargo/etc)		
16	Toilets		
17	Seat capacity & Medical evacuation configuration		
18	Cargo/luggage loading/of loading procedure and equipment (LM)/including Dangerous Goods (SOP, Manual, crew certification, DG certificates, packing, emergency procedures)		
19	Cabin safety equipment, including cargo nets (certified and last inspection date clearly marked)		
20	Aircraft Interior lights		
D	**AIRCRAFT AND PAYLOAD CONDITIONS (walkaround check list)**	**YES**	**NO**
1	General external condition (corrosion, cleanliness, dents, etc.)		
2	Doors & hatches		
3	Flight controls surfaces		
4	Wheels, tires & brakes/skids		
5	Undercarriage & Wheel well		
6	Power plant, main gear box and pylon		
7	Main rotors, main rotor gear box, tail rotors and tail rotor gear box		
8	Obvious repairs		
9	Obvious un-repaired damages		
10	Leakages		
11	General condition of cargo cabin		
12	Aircraft exterior lights (check NVG compatible lights)		
13	Sensor suite		
14	Onboard analysis workstations (software type, condition/age of IT)		
15	Payload(s); Gimbal, lens, turret, stabilizers/shock absorbers, cage and stow positions, observation FLIR/CCD cameras and laser pointer etc (as applicable)		
	PAYLOAD OPTIONS/CHARACTERISTICS	**YES**	**NO**
16	EO/IR Sensor		
17	RADAR; Synthetic Aperture Radar (SAR)/ Ground Moving Target Indication (GMTI) Sensor		

18	SIGINT/DF/COMINT Sensor		
19	LIDAR Sensor		
20	FLIR (if applicable)		
21	Interchangeable Payload and components		
22	Dual/multiple payload		
23	Remote Viewing Terminals (RVT)		
E	**DOS SPECIFIC**	**YES**	**NO**
1	The aircraft is to be painted and marked as per United Nations standards. The paint and markings are to be professionally and uniformly applied, without streaking, bleed-through, chipping and over-sprays. The paint and aircraft should represent the United Nations professionally.		
2	Global satellite tracking system		
3	Portable Satellite communications (INMARSAT/Thuraya/Iridium or equivalent)		

OPERATIONAL REQUIREMENTS

A	**DPO/DOS CREW REQUIREMENTS**	**YES**	**NO**
1	Air Mission Commander (AMC); 1200 hours total		
2	Pilot in Command (PIC); 600 hours total with a minimum of 400 hours if experienced on both RW and FW; 200 PIC hours on RW and FW; 150 hours on type; and minimum of 80 hours IFR; NVG qualified with minimum FH 50.		
3	Co-pilot (CP); minimum of 300 hours total with a minimum of 200 hours if experienced on both RW and FW; and minimum of 20 hours IFR; NVG qualified with minimum FH 30.		
4	Flight Currency day/Night/NVG/IFR: 45 days		
5	Sensor operator (could be combined with copilot task) - qualified on all sensor types		
6	Airborne analyst(s) - qualified on all sensor types		
B	**UNIT OPERATIONAL TASKS**	**YES**	**NO**
1	Area Surveillance and Reconnaissance		
2	Observer/Monitor tasks (Test equipment including cameras or/and sensors)		
3	Fire Support / Deterrence (show of force) tasks		
4	Combat Search and Rescue (CSAR) capability		
5	Search and Rescue (SAR)		
6	Command, Control and Communications (C3) Platform		
7	Radio Relay (Check equipment)		
8	Imagery exploitation - phase 1 dissemination immediate		
9	Imagery exploitation - phase 2/3 onboard/offboard		
10	SIGINT exploitation - phase 1 dissemination immediate		
11	SIGINT exploitation - phase 2/3 detailed network analysis and gist of content		
12	Multi-INT – phase 4/fused analysis		
C	**AIRCRAFT/CREW TACTICAL CAPABILITIES**	**YES**	**NO**
1	Number of troops with individual equipment		

2	Desired operating range of 150 km from MOB with a minimum loiter time of 2 hours on station (limited by type on a case-by-case basis)		
3	High Altitude Operations		
4	Day/night Visual Flight Rules (VFR)		
5	Day/night Instrument Flying Rules (IFR)		
6	Day/night Operations on HLS certified by the Mission (as per DPO Manual)		
7	Operations day/night on unprepared landing sites (as per DPO Manual)		
8	NVG operations on prepared / unprepared airstrips / unprepared landing sites		
9	Ops in hostile environment / forward area without flight handling services		
10	High altitude / tropical climates and dusty environment operations		
D	**EQUIPMENT/OPERATIONAL CAPABILITIES**	**YES**	**NO**
1	EO/IR FMV sensor		
2	SAR/GMTI sensor		
3	SIGINT/DF/COMINT sensor		
4	LIDAR Sensor		
5	FLIR (If applicable)		
6	Dual/multiple payload (if applicable)		
7	Imagery Distribution		
8	Remote Viewing Terminals (RVT)		
9	Data processing and management		
10	NVG compatible/internal and external lights (test with flight crew)		
11	NVG equipment including calibration kit (if applicable)		
12	Radar/Missile Warning Receivers/counter measures (Chaff &/or Flares)		
13	Maximum readiness of 60 min take-off when not pre tasked		
14	Operation from FARP (Forward Arming and Refueling Point) as per DPO/DOS Manual and UNMUM (Current Edition)		
15	Operational in tropical climates and dust		
16	Unit available 24/7 (including maintenance personnel)		
17	Unit minimum availability		
18	Maintenance capabilities		

MAINTENACE REQUIREMENTS

A	**MAINTENANCE MANAGEMENT**	**YES**	**NO**
1	The unit/military shall have a documented maintenance management system.		
2	Maintenance structure within the unit/military, with authority, responsibilities and accountabilities defined.		
3	There are sufficient personnel to undertake the maintenance functions.		
4	Maintenance personnel are suitably trained and remain competent for their maintenance role and tasks. Training records, attendance, certificated, training material; are retained.		

5	The unit has a document and records control system in place.		
B	**MAINTENANCE PLANNING & CONTROL**	**YES**	**NO**
1	The unit/military has a maintenance control manual or equivalent.		
2	The unit/military has an approved maintenance program that is appropriate for the aircraft type, systems, and the approved operations (EDTO, RVSM, etc) and those defined for the UN mission. There is a process for approval of amendments.		
3	A system for forecasting and tracking maintenance activities, tracking hours, cycles, calendar time for aircraft, engines, and life-limited components.		
4	All maintenance is to be performed with approved work orders in accordance with the aircraft maintenance program and the aircraft maintenance manual, including control of over outsourced maintenance with approved organizations.		
5	There is a system of management of repairs, occurrence reporting, repetitive failures, MEL items and deferred defects.		
6	A process for the completion of maintenance and release to service, that is documented, and records created (certificate of release to service).		
7	Quality control processes, maintenance inspections processes are in place.		
8	Aircraft major modification process.		
9	Structural integrity program and for older aircraft an aging aircraft program.		
10	A process to obtain and assess continuing airworthiness information, and execution of associated instructions through engineering orders (airworthiness directives, service bulletins, service letters, manufacturer advisories, advice from the Type Certificate Holder).		
11	Damage tolerance evaluation procedures.		
12	A process of reporting occurrences to the authorities/manufacturer/Type Certificate Holder etc.		
13	Management of scheduled and unscheduled maintenance.		
14	There are structured work shifts and rostering, considering human factors, rest periods etc.		
15	There are suitably trained personnel for the maintenance control functions.		
C	**TOOLS, PRODUCT, EQUIPMENT & FACILITIES**	**YES**	**NO**
1	A system of inspecting and receiving incoming aeronautical product.		
2	There is a system of stock management and demanding aeronautical product that captures ‘Aircraft on Ground’ (AOG) situations.		
3	Segregation of serviceable aeronautical product and unserviceable items.		
4	Storage of aeronautical product is appropriate, provides protection, and in accordance with manufacturer/supplier’s instructions (e.g., electro-static sensitive devices, glues, sealants, batteries, dangerous goods, and chemicals).		
5	Management of life-limited items.		

6	The unit has a tool control program.		
7	The unit has the approved tools required to perform maintenance, and ground support equipment for operations and maintenance.		
8	Calibration system in place, to ensure calibrated tools, regular testing, serviceable tags, and records of calibration kept etc.		
9	The unit has the appropriate facilities for the maintenance being undertaken.		
10	Safety equipment is present in the maintenance workshops (e.g., fire extinguishers, eye wash, ground static discharge).		
C	**TECHNICAL RECORDS**	**YES**	**NO**
1	Aircraft technical logbook entries and management.		
2	Records are kept for all maintenance activities, hours, cycles, calendar time for aircraft, engines, and life-limited components, and the release to service, including who has certified or performed the maintenance.		
3	Management of line and base maintenance, and unscheduled maintenance records (work packages etc.).		
4	A process for record-keeping of the implementation of airworthiness directives and equivalent continuing airworthiness information.		
5	Technical library containing all relevant technical data, manufacturer publications etc. for the aircraft and components that is maintained as current and approved.		